Resource Forecast Summary Report

Project Name: _____
Report Date: _____
Prepared By: _____

1. Executive Summary

This summary provides an overview of forecasted resource requirements for the project. It highlights key areas where resource allocation and utilization are expected to impact project progress and delivery.

2. Resource Forecast Table

Resource Type	Role / Position	Forecast Period	Required	Available	Variance	Comments
Human	Developer	Q3 2024	4	3	-1	Shortfall, consider hiring
Human	Designer	Q3 2024	1	1	0	On track
Equipment	Laptops	Q3 2024	5	5	0	All allocated
Other	Software Licenses	Q3 2024	6	4	-2	Need to procure more

3. Key Risks & Issues

- Potential delay in hiring required developers.
- Shortfall in software licenses could slow project start.
- Monitoring of resource allocation is necessary to avoid bottlenecks.

4. Recommendations

1. Initiate recruitment process for additional developers immediately.
2. Place order for additional software licenses by next week.
3. Review available resources monthly to reallocate as needed.

Important Notes

- This document enables early identification of resource gaps and potential project risks.
- Regular updates are necessary to reflect changes in project scope or timelines.
- Accurate forecasting improves resource utilization and project delivery success.
- Involve all relevant stakeholders in forecasting discussions for reliability.