Skillset-Based Resource Forecast Template

Project / Department: _____

Forecast Period: _____

Skillset	Role/Designation	Required FTEs	Available FTEs	Gap	Month 1	Month 2	Month 3
Frontend Development	Developer	3	2	1	2	2	3
Backend Development	Developer	2	1	1	1	2	2
QA Testing	Analyst	1	1	0	1	1	1
UI/UX Design	Designer	1	1	0	1	1	1

Notes

- Regularly update the forecast to capture changes in project scope or team availability.
- Skill gap shows where additional recruiting or upskilling may be required.
- Forecasts should be reviewed by both HR and project managers for accuracy.
- This template supports workforce planning by skillset across a defined timeline.
- Custom columns may be added as per organization or project needs.