

Weekly Resource Utilization Spreadsheet

Week	Employee	Role	Project	Allocated Hours	Actual Hours Worked	Utilization (%)	Notes
2024-06-03 to 2024-06-09	Alice Johnson	Developer	Project A	40	38	95%	Completed sprint tasks
2024-06-03 to 2024-06-09	Bob Smith	Designer	Project B	35	37	106%	Overtime due to urgent requests
2024-06-03 to 2024-06-09	Clara Lee	QA Tester	Project C	30	28	93%	Leave on Friday
2024-06-03 to 2024-06-09	David Brown	Manager	Multiple	40	40	100%	Normal week

Important Notes

- Monitor utilization regularly to identify over or under-allocation of resources.
- Accurate time tracking is crucial for dependable reporting and forecasting.
- Use notes to capture anomalies, leaves, or extra work done during the week.
- Helps in effective resource planning and workload distribution.
- Support project management decisions with quantitative utilization data.