



## Template Guide

### What is a Resource Plan?

A Resource Plan identifies the physical resources required to complete the project. A typical Resource Plan includes:

- A list of the types of resources (labor, equipment and materials) required
- A schedule outlining when each of the resources is required to be utilized
- An assignment of each resource to a set of activities to be completed.

To create a Resource Plan, the following steps are undertaken:

- List the general types of resources to be utilized on the project
- Identify the number of resources and purpose of each type of resource
- Identify when the resources are required by completing a 'Resource Schedule' table
- Allocate the resources to project activities by completing a 'Resource Usage' table.

### When to use a Resource Plan

A Resource Plan is typically developed towards the end of the Project Planning phase, after the Work Breakdown Structure (WBS) has been identified. Although summarized resource information may be described within the Business Case, Feasibility Study, Terms of Reference or Project Plan, a detailed Resource Plan cannot be created until every activity and task within the Project Plan has been identified. For simple projects, it may be necessary to enter only the resource name against the project activity (on the Project Plan), especially if using a planning tool such as Microsoft Project. For larger, more complex projects, a full resource plan (provided by this document) should be completed to ensure that the resource allocation is both accurate and appropriate.

Following the completion of the Resource Plan, it will be possible to finalize the Financial Plan as the fixed cost portion of the project will have been identified.

### How to use this template

This document provides a guide on the topics usually included in a Resource Plan. Sections may be added, removed or redefined at your leisure to meet your particular business circumstance. Example tables, diagrams and charts have been added (where suitable) to provide further guidance on how to complete each relevant section.