

RESOURCE CAPACITY PLANNER v1

PURPOSE

Understand the available resource capacity, compare with demand and identify surplus/deficit capacity by skill groups.

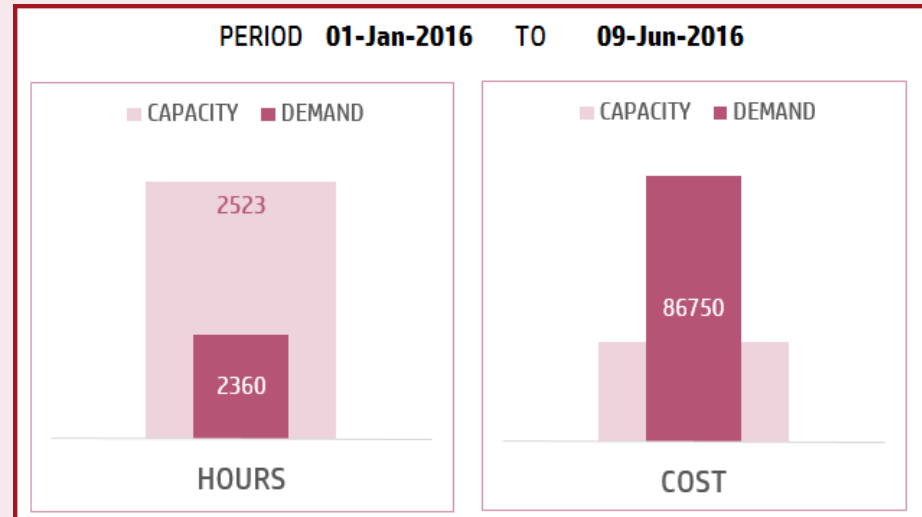
- Simple and easy to use
- Automated relevant output
- Practical functionality
- Summary & Employee Reports
- All within Excel

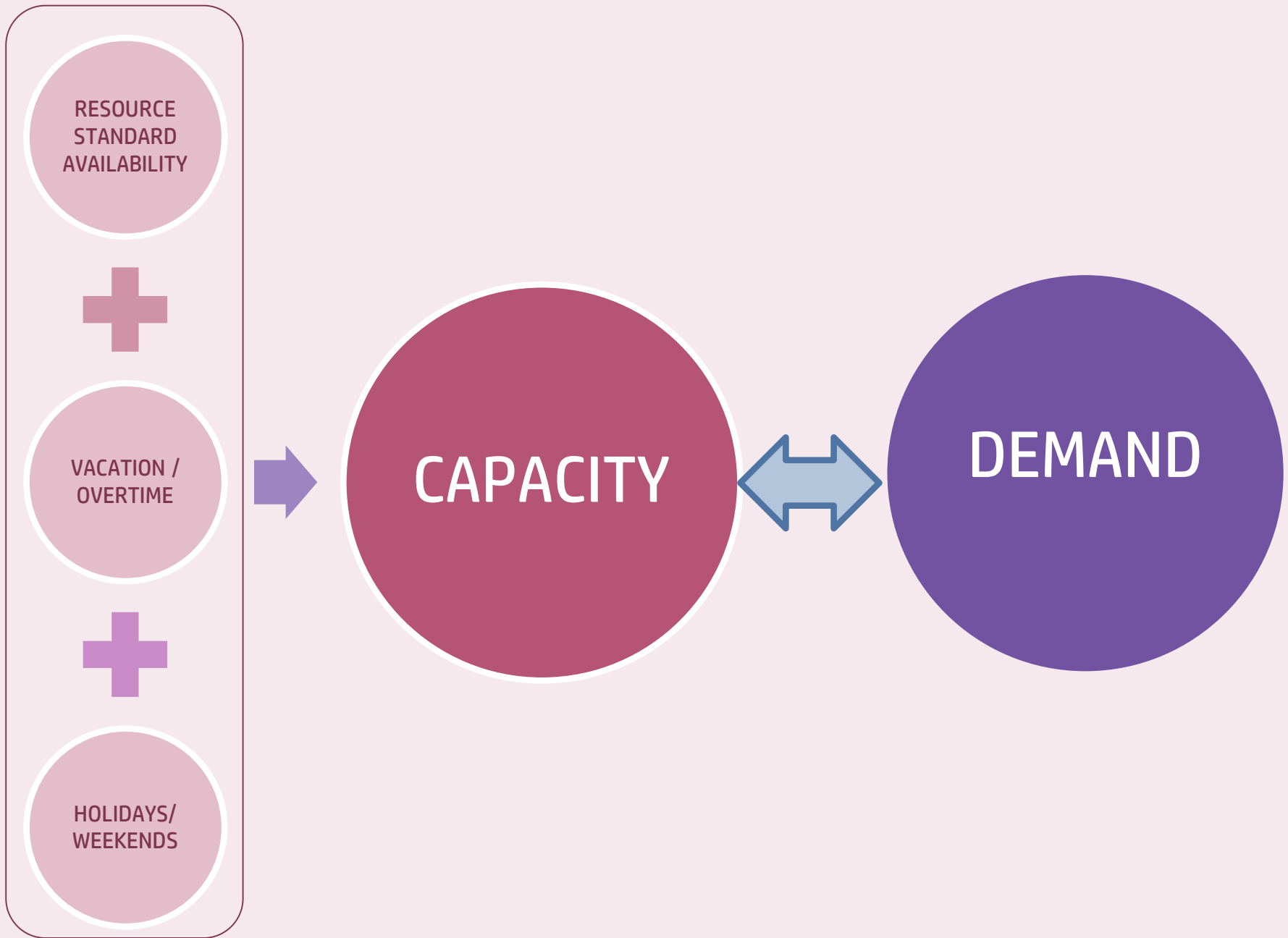
REQUIREMENTS

- Microsoft Excel for Windows (2010, 2013, 2016)
- Microsoft Excel for Mac (2011, 2016)

MORE DETAILS

- Product Page: indzara.com/product/resource-capacity-planner-excel-template/
- Site: indzara.com





HIGHLIGHTS

- ✓ Simple and easy
 - Enter resource availability and demand
 - Automated capacity calculations, summary and employee reports
- ✓ Automated relevant output
 - Capacity report
 - Surplus/Deficit report
 - Summary Report – by Skill Group
 - Cost calculation
 - Employee Report with availability, weekends, overtime and vacation
 - Print or export as PDF and share
- ✓ Practical Functionality
 - Demand Aggregation (Daily, Weekly or Monthly)
 - Planning Unit (Hours or Resource Count)
 - Supports company Holidays
 - Supports customizable Weekends
 - Resource can start and end any day
- ✓ Limitations
 - Up to 1 year of planning period (12 months at Monthly, 52 Weeks at weekly and 52 days at Daily)
 - 100 Resources and 30 Skill Groups

SIMPLE AND EASY TO USE

INPUT SETTINGS

1. DEMAND AGGREGATION
Max duration: 52 weeks

2. PLANNING PERIOD
START DATE
END DATE
End Date will be set as 09-Jun-2016

3. WEEKENDS
capacity will be zero during weekends by default

4. PLANNING UNIT

5. HOLIDAYS

6. SKILL GROUPS
Enter up to 30 groups *Cost Per Hour*

SKILL GROUP	COST
Developer	25
Tester	20
Project Manager	50
IT	60
Marketing	40

SIMPLE AND EASY TO USE

INPUT - RESOURCE AVAILABILITY

ENTER RESOURCES											
	<i>Date resource becomes available</i>	<i>Standard Work Hours for each weekday</i>						<i>Assign each resource to a skill group</i>	<i>Date resource becomes unavailable</i>		
RESOURCE NAME	START DATE	SUN	MON	TUE	WED	THU	FRI	SAT	SKILL GROUP	END DATE	
Employee 1	01-Jan-2016	0	8	8	8	8	8	0	Developer		
Employee 2	01-Jan-2016	0	6	6	6	6	6	6	Tester		
Employee 3	15-Jan-2016	0	2	2	2	2	0	0	Marketing		
Employee 4	01-Jan-2016	0	4	8	4	8	4	8	IT	31-Jan-2016	
Employee 5	05-Jan-2016	0	8	0	8	0	8	0	Project Manager		
Employee 6	05-Feb-2016	0	0	0	0	0	8	8	IT		

ENTER VACATION / OVERTIME INFO		
	<i>Date on which resource will be taking vacation or doing overtime</i>	<i>Enter -ve hours for vacation and +ve hours for over time</i>
RESOURCE NAME	DATE	HOURS
Employee 1	15-Jan-2016	5
Employee 2	20-Jan-2016	4
Employee 2	16-Feb-2016	-8
Employee 3	21-Jan-2016	-4
Employee 3	25-Jan-2016	-5
Employee 4	01-Feb-2016	-7

SIMPLE AND EASY TO USE

INPUT – DEMAND

DEMAND (HOURS)													
SKILL GROUP	1-Jan	8-Jan	15-Jan	22-Jan	29-Jan	5-Feb	12-Feb	19-Feb	26-Feb	4-Mar	11-Mar	18-Mar	25-Mar
Developer	30	30	30	40	40	40	40	40	40	30	30	30	30
Tester	20	20	20	30	30	30	30	30	30	20	20	20	20
Project Manager	20	20	20	30	30	30	30	30	30	25	25	25	25
IT	15	15	15	25	25	25	25	25	25	15	15	15	15
Marketing	5					5	5	5	5	5	5	5	5

AUTOMATED RELEVANT OUTPUT

CAPACITY REPORT

CAPACITY (HOURS)														
SKILL GROUP	1-Jan	8-Jan	15-Jan	22-Jan	29-Jan	5-Feb	12-Feb	19-Feb	26-Feb	4-Mar	11-Mar	18-Mar	25-Mar	
	Developer	40	32	45	40	40	32	40	40	40	40	40	40	40
Tester	30	24	34	30	30	24	24	30	30	30	30	30	30	
Project Manager	8	16	24	24	24	16	24	24	24	24	24	24	24	
IT	28	24	28	28	4	8	8	8	8	8	8	8	8	
Marketing	0	0	6	6	8	6	8	8	8	8	8	8	8	

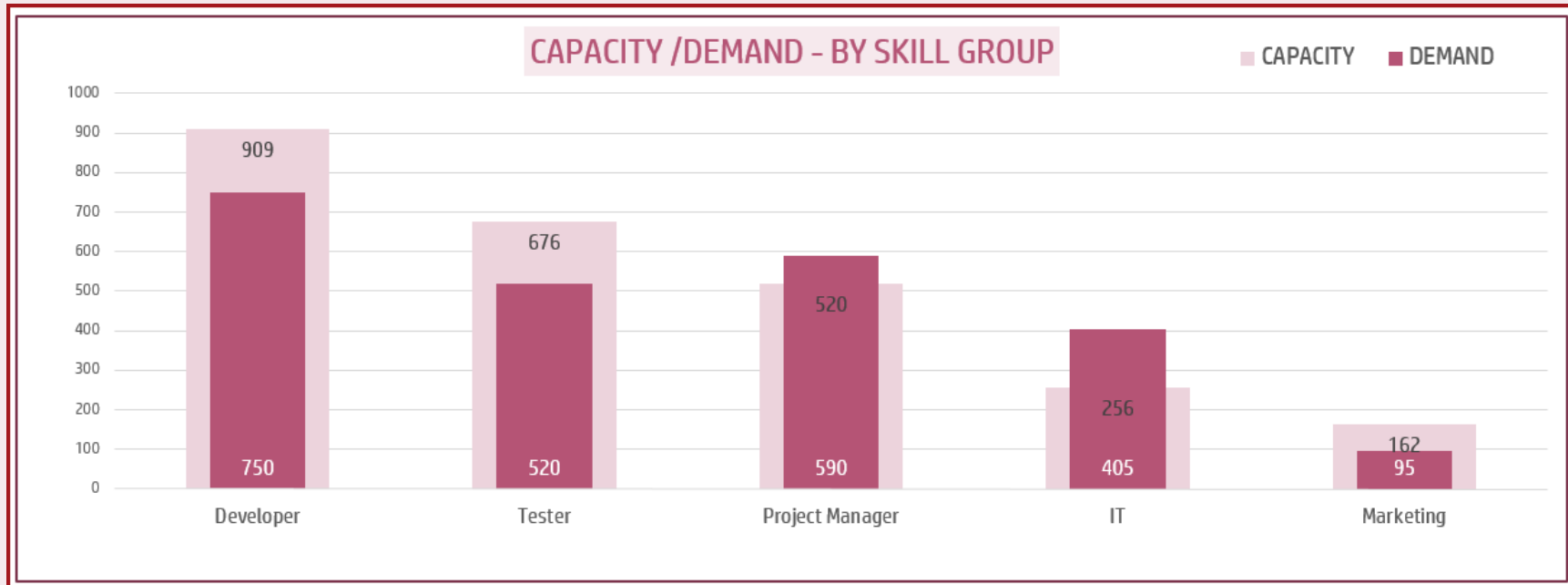
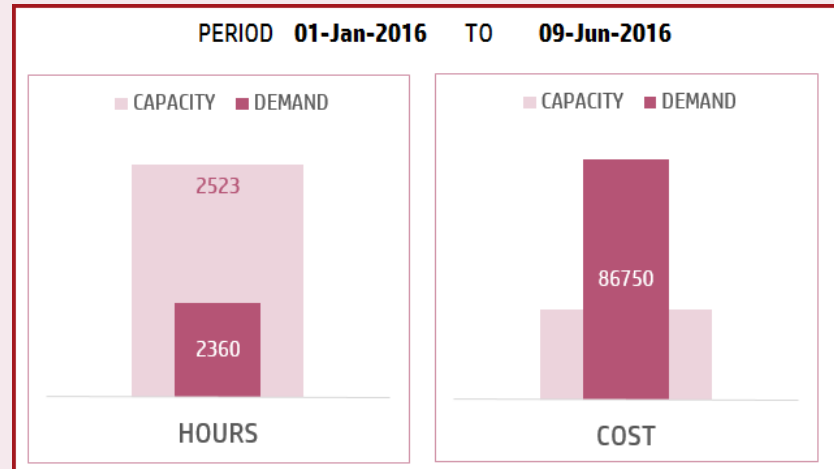
SURPLUS/DEFICIT REPORT

SURPLUS/DEFICIT		1	2	3	4	5	6	7	8	9	10	11	12	13
SKILL GROUP	1-Jan	8-Jan	15-Jan	22-Jan	29-Jan	5-Feb	12-Feb	19-Feb	26-Feb	4-Mar	11-Mar	18-Mar	25-Mar	
	Developer	10	2	15	0	0	-8	0	0	0	10	10	10	10
Tester	10	4	14	0	0	-6	-6	0	0	10	10	10	10	
Project Manager	-12	-4	4	-6	-6	-14	-6	-6	-6	-1	-1	-1	-1	
IT	13	9	13	3	-21	-17	-17	-17	-17	-7	-7	-7	-7	
Marketing	-5	0	6	6	8	1	3	3	3	3	3	3	3	

AUTOMATED RELEVANT OUTPUT

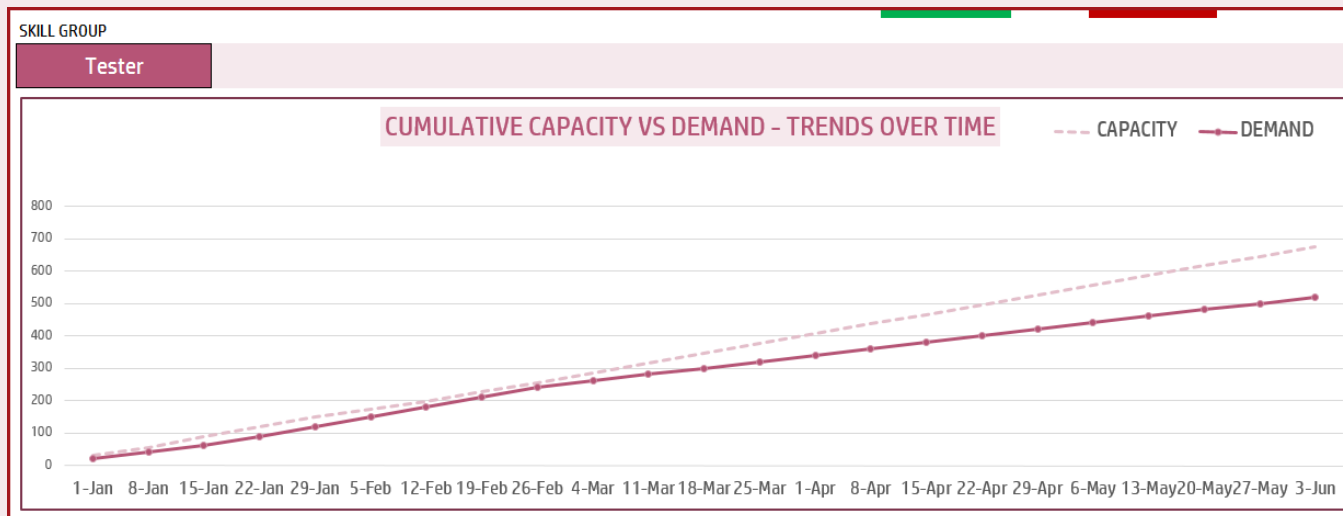
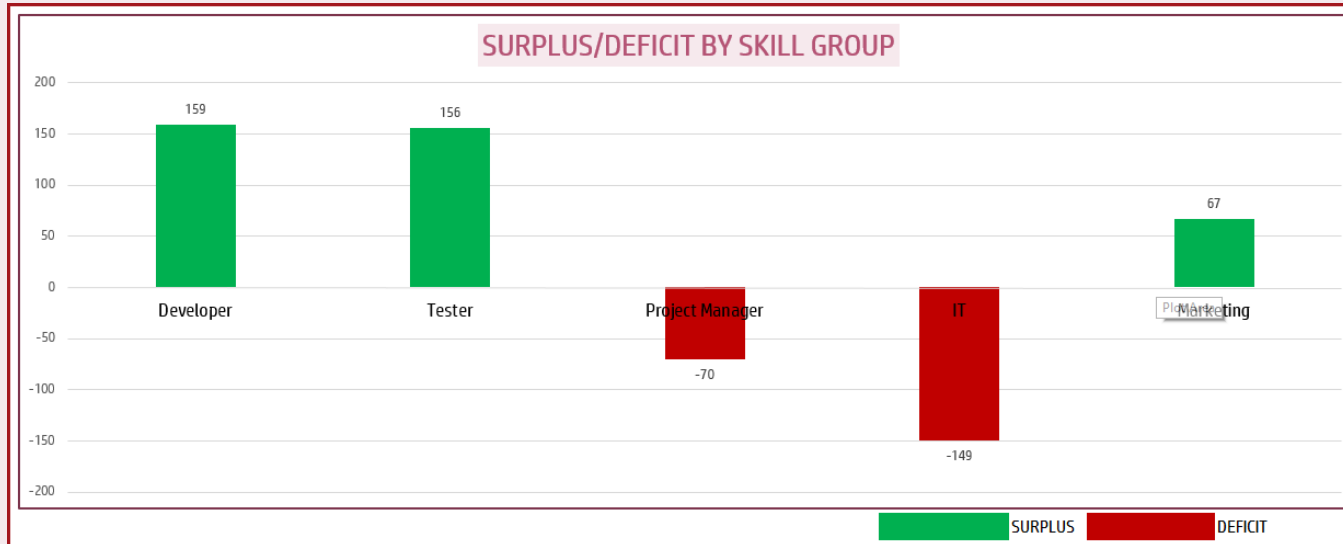
SUMMARY REPORT

	CAPACITY	DEMAND	SURPLUS/DEFICIT	DEMAND/CAPACITY
HOURS	2523	2360	163	94%
COST	84085	86750	-2665	103%



AUTOMATED RELEVANT OUTPUT

SUMMARY REPORT



AUTOMATED RELEVANT OUTPUT

EMPLOYEE REPORT

EMPLOYEE REPORT							
EMPLOYEE							
Employee 4							
	Jan	Feb	Mar	Apr	May	Jun	TOTAL
CAPACITY	108	116	132	116	124	40	636
VACATION/OVERTIME	-7	8	0	0	0	0	1

Capacity = Adding Standard Availability to Overtime and subtracting Vacation
 +ve shows Overtime and -ve shows Vacation

CAPACITY BY DAY	WEEKEND		HOLIDAY		OVERTIME		VACATION					
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	4	4	8	4	0	4						
2	0	8	4	0	4	8						
3	0	4	8	0	8	4						
4	4	0	4	4	4	0						
5	0	4	0	8	8	0						
6	4	8	0	4	4	4						
7	8	0	4	8	0	8						
8	4	4	8	4	0	4						
9	0	8	4	0	4	8						
10	0	4	8	0	8							

PRACTICAL FUNCTIONALITY

OPTIONS

1. DEMAND AGGREGATION

- DAILY
- WEEKLY
- MONTHLY

PLANNING UNIT

- HOURS
- RESOURCE COUNT

HOLIDAYS

- 5-Jan-2016
- 4-Feb-2016

3. WEEKENDS

capacity

- SAT & SUN
- SUN & MON
- MON & TUE
- TUE & WED
- WED & THU
- THU & FRI
- FRI & SAT
- SUN

PLANNING UNIT

MORE DETAILS

Product Page:

[indzara.com/product/resource-capacity-planner-excel-template/](https://www.indzara.com/product/resource-capacity-planner-excel-template/)

Site:

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