

Project Resource Allocation Checklist for Teams

Project Overview

- Project Name: _____
- Project Manager: _____
- Team/Department: _____
- Start Date: _____ End Date: _____

Checklist

☐ Defined project goals and objectives ☐ Identified required roles and skill sets ☐ Assigned team members to all roles ☐ Estimated hours/capacity needed per task ☐ Checked team availability and current assignments ☐ Allocated budget for resources/tools ☐ Identified risks and resource gaps ☐ Confirmed stakeholder approval of allocations ☐ Scheduled regular resource review meetings

Notes

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