

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

- _____
- _____
- _____