# Capacity Planning

**Purpose:** This document is designed to help project managers and team leaders assess current resource availability and allocate team capacity effectively across multiple projects and departments. It provides visibility into workload distribution, identifies over- or underutilization, and supports strategic planning efforts.

## Team Overview

**Team Name:** {teamName}

**Planning Period:** {startDate} to {endDate}

**Prepared By:** {preparedBy}, *{role}*

## Project Allocation Summary

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Name** | **Department** | **Allocated Hours** | **Priority** |
| {#projects}{projectName} | {department} | {allocatedHours} | {priority}{/projects} |

## Team Members’ Workload

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Member Name** | **Role** | **Available Hours** | **Allocated Hours** | **Utilization (%)** |
| {#teamMembers}{memberName} | {memberRole} | {availableHours} | {allocatedHours} | {utilization}{/teamMembers} |

## Utilization Insights

{#overUtilized}

**Overutilized Team Members (over 100% utilization):**

* {memberName} – *{utilization}%*

{/overUtilized}

{#underUtilized}

**Underutilized Team Members (under 70% utilization):**

* {memberName} – *{utilization}%*

{/underUtilized}

## Capacity Risks and Mitigation

{#risks}

* **{riskTitle}:** {riskDescription}

{/risks}

## Action Plan

1. Immediate Steps: {immediatePlan}
2. Mid-Term Adjustments: {midTermPlan}
3. Long-Term Strategy: {longTermPlan}

## Approval

**Approved By:** {approverName}

**Date:** {approvalDate}