Scheduling Resources

We also develop a schedule for each of our resources and use the software to not only summarize the data on "who is working on what, when" but also to ensure that we do not assign a person more work than they can do. This process is called leveling. We tell the software a person's availability for project work (4 hours a day, 20 hours a week, 60 hours a week) and then the software levels the plan and set each resource's workload such that it does not exceed the limit we have set. Below is a resource allocation report showing us the hours of work by task and the utilization of each resource.

ID		Resource Name	Work	Details	1998 H1	1998 H2	1999 H1	1999 H2	2000 H1	
		Unassigned	0 hrs	Work						
				% Alloc						
		Start	*0 hrs*	Work						
				% Alloc						
1		Pat	1,520 hrs	Work		80h	312h	168h		
				% Alloc		8%	30%	16%		
		Obtain sign off from 4 depa	*80 hrs*	Work		80h				
				% Alloc		8%				
		Obtain sign off from 4 depa	*280 hrs*	Work			280h			
				% Alloc			27%			
		Obtain sign off from 4 depa	*200 hrs*	Work			32h	168h		
				% Alloc			3%	16%		
		Maintain 70% excellent rat	*960 hrs*	Work						
				% Alloc						
2		Dana	304 hrs	Work		64h	110.4h	33.6h	96h	
				% Alloc		30%	53%	16%	46%	
		Obtain sign off from 4 depa	*16 hrs*	Work		16h				
				% Alloc		8%				
		Increase agent base head	*96 hrs*	Work		48h	48h			
				% Alloc		23%	23%			
		Obtain sign off from 4 depa	*56 hrs*	Work			56h			
				% Alloc			27%			
		Increase agent base head	*96 hrs*	Work					96h	
				% Alloc					46%	
		Obtain sign off from 4 depa	*40 hrs*	Work			6.4h	33.6h		
				% Alloc			3%	16%		
3		EVP	100 hrs	Work		4h	15.6h	8.4h	24h	
				% Alloc		8%	30%	16%	46%	
		Obtain sign off from 4 depa	*4 hrs*	Work		4h				
				% Alloc		8%				
		Obtain sign off from 4 depa	*14 hrs*	Work			14h			
				% Alloc			27%			
		Increase agent base head	*24 hrs*	Work					24h	
				% Alloc					46%	
		Obtain sign off from 4 depa	*10 hrs*	Work			1.6h	8.4h		
				% Alloc			3%	16%		
		Maintain 70% excellent rat	*48 hrs*	Work						
				% Alloc						
4		Course consultants	0 hrs	Work						
				% Alloc						
5		Work Process Consultants	760 hrs	Work		400h	360h			
				% Alloc		38%	35%			