

Assess Project Resource Capacity

Resource Type	# of People	Hours per Week	Hours per Year	Absence	Working Time per Year	Working Time (%)			Hours per week, per individual		
						Admin	KTLO	Projects	Admin	KTLO	Projects
Administration	3	40	6,240	14%	5,366	75%	2%	23%	30	1	9
Business Analyst	5	40	10,400	14%	8,944	60%	30%	10%	24	12	4
Developer	5	40	10,400	14%	8,944	20%	20%	60%	8	8	24
Management	3	40	6,240	14%	5,366	25%	5%	70%	10	2	28
Portfolio Manager	1	40	2,080	14%	1,789	20%	45%	35%	8	18	14
Project Manager	2	40	4,160	14%	3,578	15%	30%	55%	6	12	22
QA	2	40	4,160	14%	3,578	10%	80%	10%	4	32	4
Technician	3	40	6,240	14%	5,366	13%	75%	12%	5	30	5
Total	24		49,920		42,931						

Type of Work	Hours per Year	% of Capacity
Projects	14,847	30%
KTLO	13,613	27%
Admin	14,471	29%
Absence	6,989	14%
Your overall annual capacity is:	49,920	100%

