

# Resource Planning

by Sophia



## WHAT'S COVERED

Resources are anything or anyone needed to create project deliverables. These resources might be part of the organization, or they might come from other sources. It's the project manager's responsibility to identify these resources. There are two major categories of resource planning that will occur:

## 1. People Resource Planning

As you may have guessed, **people resource planning** involves the personnel needed to complete or manage a project. All the expertise needed for a project must be included in the people resource plan.

These people might be part of the project team, or they might be individuals outside the team, such as consultants, vendors, or suppliers. The project manager is also included in the people resource plan, as are other staff members who manage the project directly.

### IN CONTEXT

You are a project manager and your project has the goal of installing a new voicemail system. The people resource plan would include:

- Project manager
- Computer server installers
- On-site consultants from the vendor that provided the voicemail software
- Any quality assurance testers who validate that the system is working.

As the project manager, you would confirm that the required personnel would be assigned to the project team. If skill gaps exist, then you may need to fill those gaps with new hires, consultants, or other people from outside the team.



### TERM TO KNOW

#### **People Resource Planning**

A process for identifying the people and/or expertise needed to complete a project.

## 2. Non-People Resource Planning

Non-people resources include technology, materials, and equipment needed to complete the project deliverables. In other words, anything that is not a person that the project needs is included as part of the **non-people resource plan**.

### IN CONTEXT

For the voicemail project, the non-people resource plan would include:

- Purchase of voicemail software
- Computer system necessary to run the software
- Any phone or network wiring needed to install the system.

To successfully manage your voicemail project, you may include project management software to build the schedule and assign and monitor tasks. If the resource must be obtained, then it has a cost to the project and must be included in the project budget.

For non-people resources, you should identify any tools needed for the management, communication, or success of the project. It should be noted whether the organization already owns the resources, or whether they need to be obtained. If they do need to be purchased, sources for the resource should be listed.

To find people or non-people resources, the project manager should review the WBS, and document anyone or anything needed to complete each task. Remember that the project manager must include all resources in the project plan.



### TERM TO KNOW

#### Non-People Resource Planning

A process for identifying equipment, materials, and technology that are required to complete a project.



### SUMMARY

This tutorial demonstrated how to create a resource plan. Now you know how to include a **people resource plan**, which include personnel such as the project manager, subject matter experts, and contractors. **Non-people resource plans** include elements such as equipment and technology. You also learned that resources might need to be obtained.

Source: This work is adapted from Sophia Author Jeff Carroll.



### TERMS TO KNOW

#### Non-People Resource Planning

A process for identifying equipment, materials, and technology that are required to complete a project.

## **People Resource Planning**

A process for identifying the people and/or expertise needed to complete a project.