Projelogic Cyprus Limited
PROJECT MANAGEMENT SERVICES

Project Plan: Define Project Team

Project Name:

Department:

Prepared By

Document Owner(s)	Project/Organization Role

Project Closure Report Version Control

Version	Date	Author	Change Description

TABLE OF CONTENTS

1   RESOURCE PLAN PURPOSE

Resource Plan Purpose
[**Replace this text with a resource planning purpose statement for your project-specific needs or use the following sample.**] The Project Resource Plan provides a record of all resource planning for a project, including the identification of a team of workers that possess the appropriate skill set, and a record of the non-labor resources (tools, equipment, process, and so forth) necessary for project completion.

2   RESOURCE PLANNING DEFINITION

2.1 Define Project Team Size

Define Project Team Size
[**Replace this text with a high-level estimate of project team size requirements.**] • [**Consider the number and type of tasks to be performed, and the total effort required to complete them.**]

2.2 Define Required Skill Sets

Define Required Skill Sets
[**Replace this text with a required-skill list, arranged by task, in order to identify the types of resources required, or modify the following sample table.**]

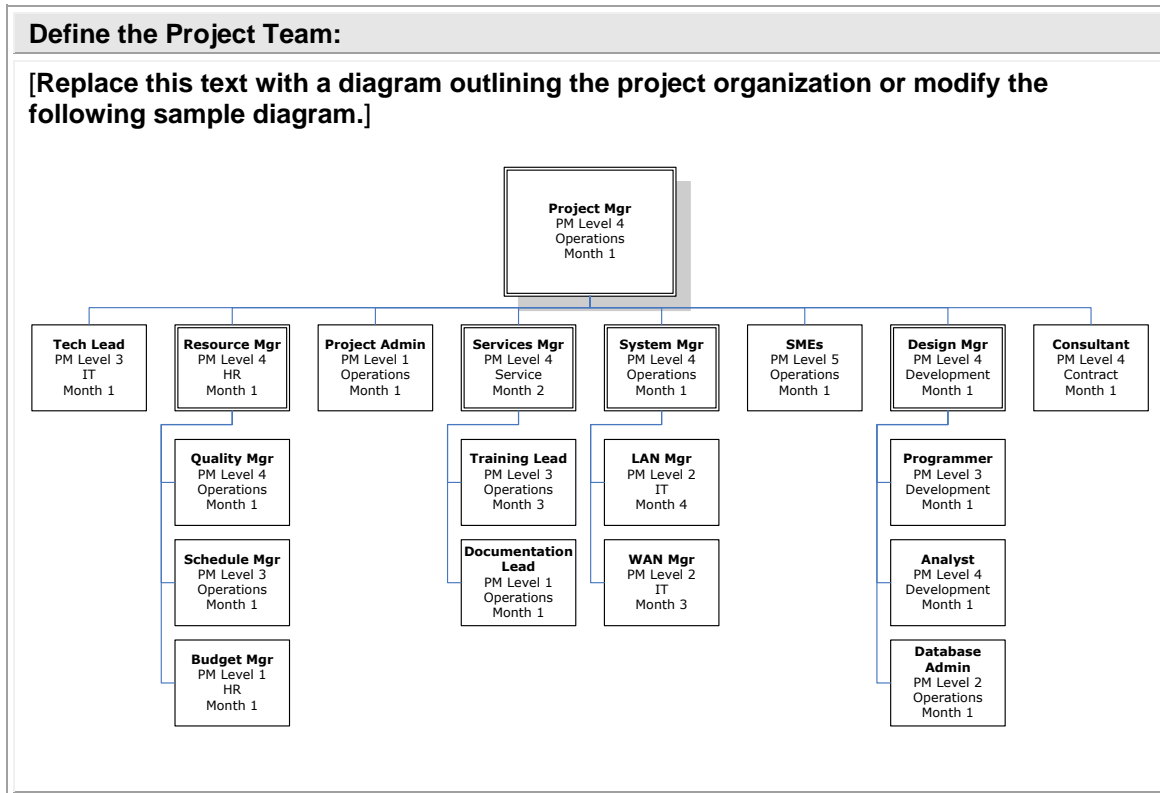| Deliverable	Resource Type	Source	Estimated Cost	Quantity
Deliverable *x*	Project Manager	Consultant	TBD	1
	Trainer	Internal Staff	Internal	1
	Programmer	Internal IT	Internal	3

2.3 Define non-labor Resources.

Define Non-labor Resources

[**Replace this text with a list of non-labor resources required for the project—for example, workspace, computers, and test equipment.**]

2.4 Define Resource Profile.

Define Resource Profile

[**Replace this text with the project resource profile or the resource staffing plan, or both, or modify the following sample illustrations.**]
- [**The resource staffing plan outlines resource availability throughout the project life cycle.**]
- [**A detailed plan is required for larger projects, to ensure that resource load estimates by phase are understood and adequately prepared for.**]

Resource Type	Month 1	Month 2	Month 3	Month 4
Project Manager				
Trainer				
Programmer				
Analyst				
Consultant				
Total				

2.5 Define the Project Team.

Define the Project Team:
[**Replace this text with a diagram outlining the project organization or modify the following sample diagram.**]

2.6 Define Resource Assumptions.

Define Resource Assumptions
[**Replace this text with a definition of the resource assumptions identified during resource allocation.**]

2.7 Define Resource Risks and Mitigations

Define Resource Risks	הגדרת סיכונים אפשריים בקבוצת העבודה
[**Replace this text with a list of resource risks.** •   [

3   PROJECT CLOSURE REPORT APPROVALS:

Prepared By   _____
                  ([**Job Title**])

Approved By   _____
                  ([**Job Title**])

                  _____
                  ([**Job Title**])

                  _____
                  ([**Job Title**])

Approval Date _____

4 APPENDICES

4.1 Project Resource Plan Sections Omitted

- [**Omitted section**]
- [**Omitted section**]