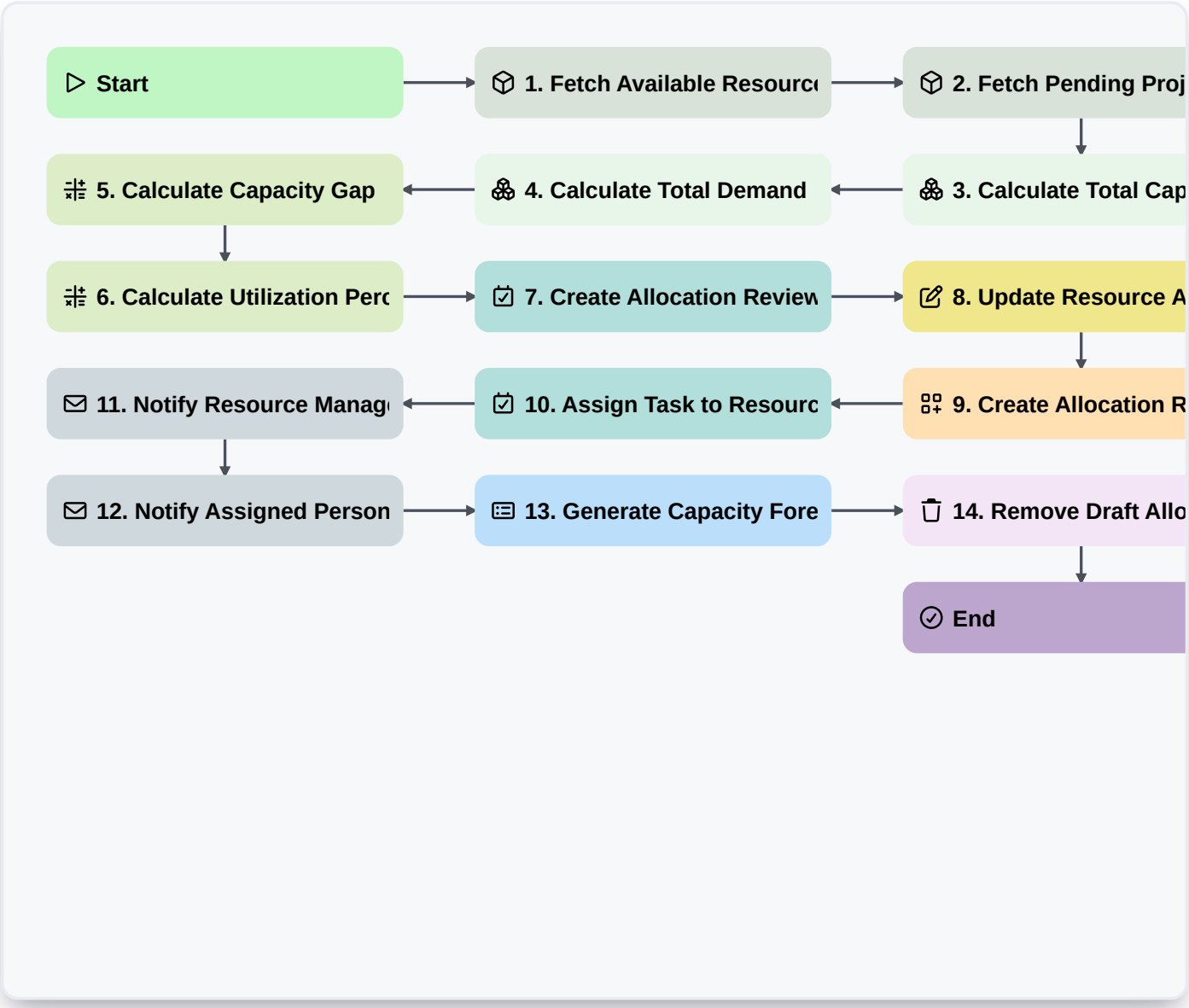
ChecklistGuro

Resource Allocation And Capacity Planning



Start
Start of the Workflow/Process.

1. Fetch Available Resources
Retrieve all entries from the 'Resources' data model to identify available personnel and their skill sets.

2. Fetch Pending Projects
Retrieve all entries from the 'Projects' data model that are in the 'Planning' or 'Backlog' stage.

3. Calculate Total Capacity
Sum the 'Available Hours' property from all retrieved resource entries to determine total available bandwidth.

4. Calculate Total Demand
Sum the 'Estimated Hours' property from all pending project entries to determine the workload requirements.

5. Calculate Capacity Gap
Subtract Total Demand from Total Capacity to determine if there is a surplus or a deficit in man-hours.

6. Calculate Utilization Percentage
Divide Total Demand by Total Capacity to determine the projected utilization rate of the workforce.

7. Create Allocation Review Task
Create a task for the Resource Manager to review the calculated gap and approve the proposed allocation.

8. Update Resource Availability
Update the 'Allocated Hours' property in the Resource data model once a project assignment is confirmed.

9. Create Allocation Record
Create a new entry in the 'Allocations' data model to link a specific Resource to a specific Project.

10. Assign Task to Resource
Create individual tasks for the assigned resources based on the approved project milestones.

11. Notify Resource Manager of Overcapacity
Send an email alert to the Resource Manager if the Utilization Percentage exceeds 90%.

12. Notify Assigned Personnel
Send an email to the assigned resource notifying them of their new project allocation and upcoming tasks.

13. Generate Capacity Forecast Report
Generate a visual report showing the projected resource utilization for the next 3 months based on the current data.

14. Remove Draft Allocation
Delete the temporary allocation entry if the resource assignment is rejected during the review task.

End
End of the Workflow/Process.