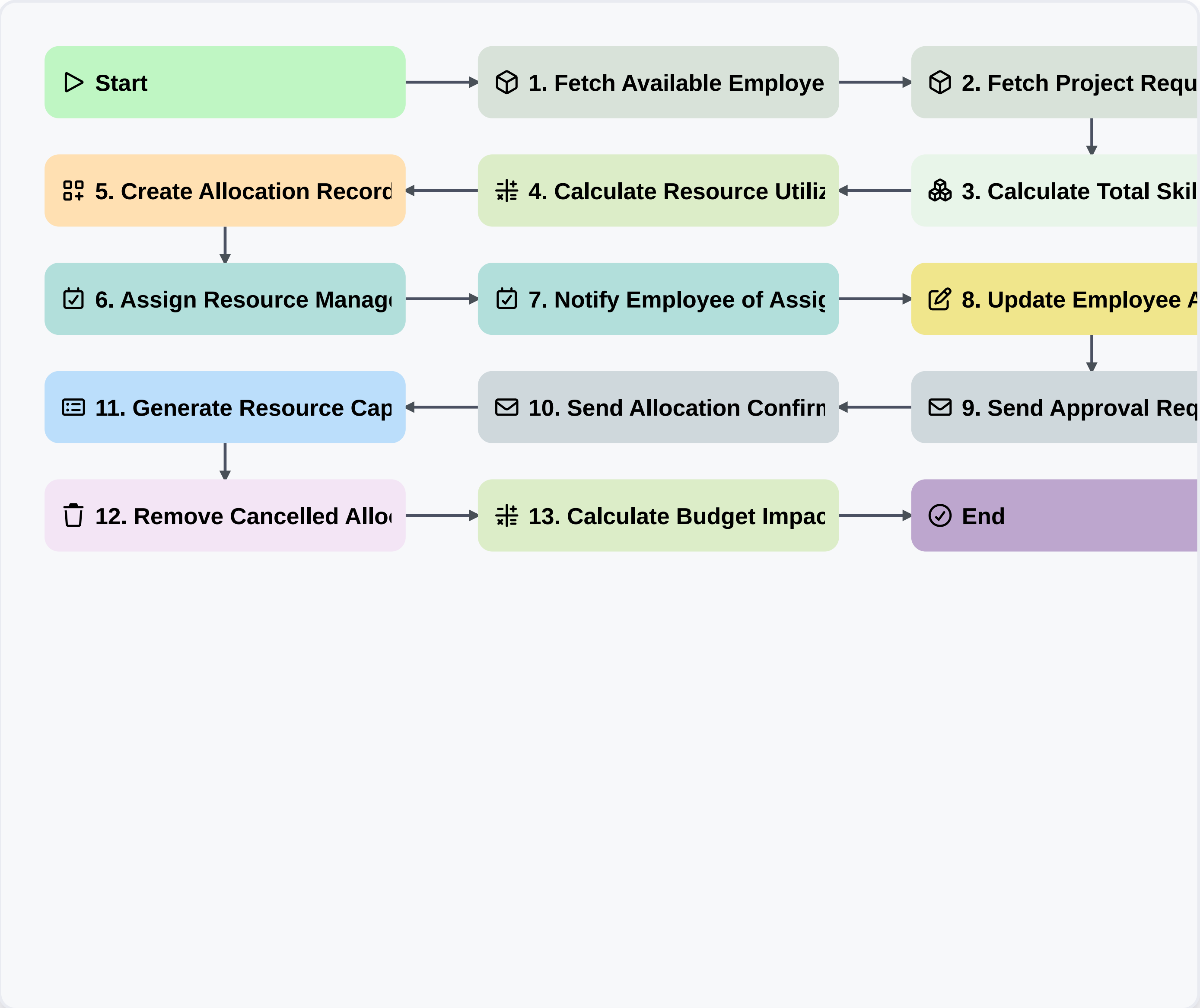
# ChecklistGuro

# Workforce Planning And Resource Allocation




## Start
Start of the Workflow/Process.

## 1. Fetch Available Employees
Retrieve all entries from the Employee Data Model where status is 'Available' and skills match requirements.

## 2. Fetch Project Requirements
Get the resource requirements and budget constraints from the specific Project Data Entry.

## 3. Calculate Total Skill Gap
Sum the difference between required skill levels and available skill levels from the retrieved employee pool.

## 4. Calculate Resource Utilization Rate
Calculate the percentage of total available hours currently allocated to active projects.

## 5. Create Allocation Record
Create a new entry in the Resource Allocation Data Model linking a specific employee to a project.

## 6. Assign Resource Manager Review
Create a task for the Resource Manager to review and approve the proposed allocation plan.

### 7. Notify Employee of Assignment
Create a task for the Team Lead to inform the assigned employee of their new project involvement.

### 8. Update Employee Availability
Update the 'Availability' status in the Employee Data Model to 'Allocated' once the task is confirmed.

### 9. Send Approval Request
Send an email to the Department Head containing the summary of the proposed resource allocation.

### 10. Send Allocation Confirmation
Send an automated email to the Project Manager confirming that resources have been successfully allocated.

### 11. Generate Resource Capacity Report
Create a visual report showing current vs. future resource capacity based on all active allocations.

### 12. Remove Cancelled Allocations
Delete allocation entries that have been flagged as 'Cancelled' due to project changes.

### 13. Calculate Budget Impact
Calculate the total cost of the allocated human resources against the project's allocated budget.

### End
End of the Workflow/Process.