Defining Resource Needs

Now that you have created your project plan, you have enough information to manage your project. Including resources in your project plan lets you establish who is working on which task and when; lets you keep the project scope, time and resources in balance; identifies resources who are overworked or underworked; and lets you track how much each resource is costing.

The first step in building a *resource list* is determining the resources required to accomplish the project tasks and goals. You can do this by identifying or having identified what skills and level of skills are required to accomplish the tasks, how many resources are needed to complete the project on time and whether resources can work on more than one task at a time. You can then match resource skills to task requirements.

Creating a Resource List

Although you can add resources to your project plan one at a time as you assign them to tasks, it takes less time if you create a resource list and then assign the tasks. To create a resource list, you enter the resource name and the maximum amount of time per day that a resource is available to work into a resource sheet. A resource sheet consists of rows and columns, similar to the Gantt sheet. **Table 3-1** summarizes the information that you can store in the resource sheet.

The maximum amount of time per day that a resource is available to work is measured in *units*. A unit is the percentage of time a resource will spend working on a task. For example, a 25 percent unit represents a quarter of the resource's time to be spent on the task, while a 100 percent unit means that the resource is expected to work full time on the task. A 200 percent unit means that two resources are expected to work full time on the task.