



4 steps to introduce people and project planning

- 1 Sell the idea internally
- 2 Investigate the different solutions available on the market
- 3 Use good change management practises to implement succesfully
- 4 Use it succesfully



What is Capacity and Resource Planning?

The ultimate payoff of good capacity and resource planning (CRP) is a greater overview of and control over your business, but to reach that you first need a strong foundation for truly effective project and resource planning.

Capacity planning refers to high-level, long-term planning that focuses on the combination and number of employees your firm needs, and will need, in the future. Capacity planning will help you see, for example, if you have the number of art directors, project managers, engineers or copy writers you need for the coming year. Essentially, it helps you see if you should hire more people or let some current employees go.

Resource planning is short-term planning for optimal utilization of current employees. It focuses on how to best use your current employees for current projects. It's outlook is over weeks, not years. It divides employees up among projects, pinpoints the need for freelancers, or, the opposite, highlights under-utilization.

Project planning also falls under CRP, and obviously concerns itself with the progress of a project, that it runs on time and within budget, without double booking of employees and with a reasonable amount of predictability.

In the context of this paper, CRP refers both to a business software application, and the above processes that it facilitates.

CRP as a business application is not the end, but the means, to an overall goal of controlling and having a greater overview of your projects and people. Simply put, with good CRP, you can utilize your resources, and run projects the way you plan them to run!

