

# Capacity Planning or the Mastery of Workload Planning

## What is at stake?

All businesses are confronted with the sizing of the teams to satisfy their long-term ambitions, prepare their medium term action plans, scale their budget, meet deadlines or more immediately organize their daily work.

Planning techniques must reconcile two conflicting constraints: the respect of deadlines and the respect for the capacity to do business.

Projects require the resources of several entities

A concrete difficulty is to calculate the volume of external services or subcontracting to be included in the budget and to anticipate the distribution of this burden within the planning timetable, taking into account the action plans and the in-house resources available.

Needs change over time

However not all resources are assigned to project activities, nor do these resources spend all their time on projects. The capacity to organise or to be correctly dimensioned generally corresponds to the task forces designed to carry out all the activities of the company, not only the projects.

Capacity is limited by a budget

In this White Paper we are interested in the ability to match the committed resources to the entire business portfolio. This set of activities, including the projects part is performed by participants belonging to one or more entities, not just the IT department.

The challenge is to plan the activities of the portfolio for which the requirements in the workload evolve in the course of time while maintaining the overall charge of the resources to be allocated within the capacity to run a business that is limited by a budget.

## Issues considered in the White Paper

Planning Model

*Articulate three levels, the long-term to the short term*

The resources to manage

*Should it be limited to human resources?*

The impact of the organization

*The method of planning is different depending on the type of organization*

Deliverables from Capacity Planning

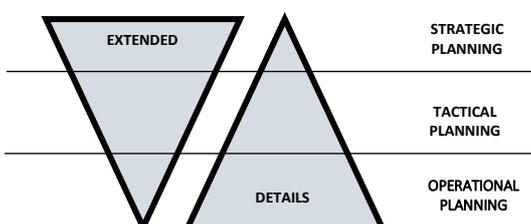
*Level by level, processes and management documents used*

Performance Monitoring

*Rules and conditions to check the fit between needs and capacity to perform*

The Tools

*Are they capable today of meeting this challenge?*



Would you like to know a lot more?  
Download the white paper [here](#)  
(reserved for members of PMI)

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<b>About the Cercle des Entreprises of PMI France</b>	The Cercle des Entreprises is intended for businesses for whom project management represents a strategic competence, who manage major projects or who are starting a process of continuous improvement process for project management.
	The Cercle des Entreprises encourages the exchange of experiences and best practices through the use of themed workshops. The review of these exchanges allows understanding of the conditions for success and the reasons for failure and then the development of recommendations for improvement.
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