Program Resource Management Plan

Enhance Your Program Management with PMI Standard Templates

Welcome to the Program Management Templates designed according to **PMI's Standard for Program Management - Fifth Edition (2024)**. These templates are invaluable tools for professionals preparing for **PgMP Certification** on [**Knowledge Map**](https://knowledgemap.pm) (https://knowledgemap.pm). By completing these templates for your real programs, you seamlessly blend real-world experience with PMI program management concepts, ensuring a comprehensive understanding and practical application.

Explore the full range of templates to streamline your program management processes and elevate your expertise. Available Templates:

* Program Business Case
* Program Charter
* Program Management Plan
* Program Risk Register
* Program Benefits Register
* Benefits Management Plan
* Stakeholder Register
* Stakeholder Engagement Plan
* Program Governance Plan
* Program Change Request
* Resource Management Plan
* Risk Management Plan
* Schedule Management Plan
* Scope Management Plan
* Program Performance Report
* Change Log
* Change Management Plan
* Communications Management Plan
* Financial Management Plan
* Information Management Plan
* Lessons Learned Register
* Procurement Management Plan
* Quality Management Plan
* Final Program Report

To access and benefit from these templates, visit: [KnowledgeMap.pm/Certifications/PgMP](https://knowledgemap.pm/certifications/pgmp)

Utilize these structured, professional templates to ensure your program's success and to boost your readiness for PgMP certification.

Resource Management Plan Template

Throughout program delivery, the program manager should oversee and adapt program resources to provide benefits delivery. Resource prioritization allows the program manager to prioritize the use of limited resources and to optimize their use across all components within the program. This prioritization often involves human resource planning to identify, document, and assign program roles and responsibilities to individuals or groups.

During program delivery, the need for staff, facilities, equipment, and other resources changes.

The program manager manages resources at the program level and works with the component managers, who manage resources at the component level to balance the needs of the program with the availability of resources.

Resource prioritization decisions should be based on the guidelines in the **Program Resource Management Plan**. Since decisions to change existing program components or initiate new ones may have impacts on program resources, the **Program Resource Management Plan** may need to be adapted as a result.

Resources are often shared among different components within a program, and the program manager should work to ensure that the interdependencies do not cause delays in benefits delivery, which can be achieved by carefully controlling the schedule for scarce resources. The program manager enables resources to be released to other programs when they are no longer necessary for the current program.

The program manager may work with the component managers to see that the program’s **Resource Management Plan** accounts for changes in use of interdependent or scarce program resources.

The output of this activity includes updates to the program’s **Resource Management Plan**.

PROGRAM RESOURCE REQUIREMENTS ESTIMATION

The resources required to plan and deliver a program include people, office space, laboratories, data centers or other facilities, equipment of all types, software, online collaboration tools, platforms, and office supplies. An estimate of the required resources—particularly staff and facilities, which may have long lead times or affect ongoing activities—is required to prepare the program business case and should be reflected in the program charter.

The outcome of this activity is the program resource requirements estimate, which is an input to the program business case, program charter, and program resource management planning during program planning.

PROGRAM RESOURCE MANAGEMENT PLANNING

Resource management at the program level is different from resource management at the component level; a program manager should work within the bounds of uncertainty and balance the needs of the components for which they are responsible. Program resource management enables required resources (people, equipment, materials, etc.) to be made available to the component managers to enable the delivery of benefits for the program.

Resource management planning involves identifying existing resources and the need for additional resources. In the case of human resources, the sum of resources needed to successfully complete each component can be less than the total quantity of resources needed to complete the program, because the resources can be reallocated among components as the components are completed. The program manager analyzes the availability of each resource in terms of both capacity and capability, and determines how these resources should be allocated across components to avoid overcommitment or inadequate support. Historical information may be used to determine the types of resources that were required for similar projects and programs.

The **Resource Management Plan** is a component of the program management plan that forecasts the expected level of resource use across the program components, and relative to the program master schedule, to allow the program manager to identify potential resource shortfalls or conflicts over the use of scarce or constrained resources. The plan also describes the guidelines for making program resource prioritization decisions and resolving resource conflicts.

When resources are unavailable within the program, the program manager calls upon the larger organization for assistance. When necessary, the program manager should work with the organization to develop a statement of work (SOW to contract the necessary resources.

The outcomes of this activity include program resource requirements and the **Program Resource Management Plan**.

# Resource Management Objectives

This section defines the goals of resource management activities, ensuring efficient and effective use of resources to achieve program benefits:

* What are the key goals for managing program resources?
* How will these objectives support the overall program strategy?

**Objectives:**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Resource Requirements Estimation

This section details the process for estimating the resources required to plan and deliver the program, including people, facilities, equipment, software, and supplies:

* What types of resources are required for the program?
* How will the resource requirements be estimated?

**Resource Requirements Estimation:**

- People: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

- Facilities: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

- Equipment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

- Software: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

- Supplies: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Resource Allocation and Prioritization

This section explains how resources will be allocated and prioritized across program components to optimize their use and avoid conflicts:

* How will resources be allocated among program components?
* What criteria will be used to prioritize resource allocation?

**Resource Allocation and Prioritization:**

- Allocation Method: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

- Prioritization Criteria: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Resource Management Roles and Responsibilities

Identify the roles and responsibilities related to resource management, including program manager, component managers, and other key stakeholders:

* Who is responsible for managing program resources?
* What are the specific responsibilities of each role?

**Roles and Responsibilities:**

- Program Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

- Component Managers: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

- Other Stakeholders: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Resource Management Processes

Describe the processes for managing resources throughout the program, including identifying, acquiring, and monitoring resources:

* What processes will be used to manage program resources?
* How will resource needs be identified and acquired?

**Resource Management Processes:**

- Identification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

- Acquisition: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

- Monitoring: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Resource Scheduling

Outline the approach to resource scheduling to ensure timely availability and optimal utilization of resources across the program:

* How will resource schedules be developed and maintained?
* What methods will be used to ensure resources are available when needed?

**Resource Scheduling:**

- Schedule Development: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

- Schedule Maintenance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Resource Conflict Resolution

Explain the guidelines and processes for resolving resource conflicts and ensuring resource availability for high-priority tasks:

* How will resource conflicts be identified and resolved?
* What are the escalation procedures for unresolved conflicts?

**Resource Conflict Resolution:**

- Conflict Identification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

- Resolution Process: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

- Escalation Procedures: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Resource Management Tools and Techniques

Identify the tools and techniques that will be used to manage program resources effectively:

* What tools and techniques will be used for resource management?
* How will these tools be integrated into the resource management process?

**Resource Management Tools and Techniques:**

- Tools: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

- Techniques: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Resource Monitoring and Control

Describe the methods for monitoring and controlling resource use to ensure alignment with the program plan and objectives:

* How will resource use be monitored and controlled?
* What metrics will be used to track resource performance?

**Resource Monitoring and Control:**

- Monitoring Methods: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

- Control Metrics: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_