Capacity Planning Template

Can we accept this work on the promised dates?

Write on this printable copy. It does not calculate. The editable Excel workbook is the primary tool for changing inputs and recalculating.

Business / team and proposed work

Requested completion date, decision owner and review date

1. Enter one resource and Monday-start week per row

Use hours throughout. A resource can be a person, a piece of equipment or a genuinely interchangeable pool. Keep one physical resource in only one supply: the owner's review and production share the same time.

Enter 0 for none. Leave an unknown blank and resolve it before relying on the result. Use the same resource names and row numbers on page 2.

Row	Resource	Monday date	Gross scheduled h	Unavailable h	Accepted work h	Proposed work h
1						
2						
3						
4						
5						
6						

Gross scheduled hours come before the deductions. Unavailable includes leave, admin, maintenance and protected duties not listed as accepted or proposed work. Do not subtract accepted jobs here and count them again in Accepted work.

Allocate each job to the resource and week that will actually do it. Proposed hours are one package, not alternative options. Do not add the same resource-week twice.

Calculate and decide

2. Match the row numbers and calculate hours

Available = gross scheduled - unavailable
Total load = accepted work + proposed work
Headroom = available - total load

Blue-grey areas are calculations you complete by hand. A negative headroom means a shortage for that resource and week. Do not add different resources' spare hours together to claim the work fits.

Row	Available h	Total load h	Headroom h	Action / conditions
1				
2				
3				
4				
5				
6				

Evidence and unknowns - refer to the row numbers

Decision: Accept / Change / Defer / Decline. Conditions, owner and next review

A weekly fit is not automatic acceptance or a daily schedule. Check skills, sequence, access, materials and agreement. Confirm extra capability before counting it. This plan does not calculate costs, wages, cash or profit.

Methods

Asana, Capacity planning (23 June 2026): asana.com/resources/capacity-planning. Demand, resources, bottlenecks and review.

APM, What is scheduling in project management?: apm.org.uk/resources/what-is-project-management/what-is-scheduling-in-project-management/. Dates and dependencies.