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| --- |
| Company Name |
| Resource Management Strategy |
| [Type name of programme/project] |

Place your company logo here

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| Insert name of document author  Select date |

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*Use the resource management strategy to define what resources the programme/project will require, how they will be acquired, how they will be used and over what timescale. It will also define roles and responsibilities involved in this utilisation and subsequent overview.*

# Programme/Project ID

*Insert the unique identifier for this programme/project.*

# Standards, Definitions and Boundaries

# Resource Management Procedures

* 1. **Budgeting and Financial Control**

*List the procedures that will be used for budgeting and financial control of the programme/project.*

* 1. **Procurement**

*Identify the procedures that will be used for procurement of resources needed for the programme/project.*

* 1. **Asset Management**

*List the procedures that will be used for management of assets used by the programme/project.*

* 1. **Service Management**

*List the procedures that will be used for service management.*

# Resource Management Requirements and Schedule

*Describe the resources needed by the programme/project and the time schedule for their release/deployment during the programme/project. Resources include finance, people, equipment, services etc. You could group the resources according to type and separately total them.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Resource Name | Resource Type | Estimate of Cost | Project Activity/Task | No Days | Start Date | End Date |
| *Insert name of resource* | *e.g. people, financial, hardware* | *Estimate of cost of this resource* | *Insert Project ID or activity for which this resource is needed* | *How many days?* | *When will this resource need to be deployed?* | *When will this resource no longer be needed?* |
|  |  |  |  |  |  |  |
| Total Project Resource Costs: | |  | Total Days: |  |  | |

# Resource Management Roles and Responsibilities

*Identify the key roles and responsibilities involved in implementing the strategy.*

# Resource Management Review

*Describe how and when resource management will be monitored and reviewed and who is responsible.*

# APPENDIX: Programme/Project Plan

*Include an extract from (or location of) the current programme/project plan.*

# APPENDIX: [Corporate Resource Management Strategy]

*Include an extract from (or location of) the current Corporate Resource Management Strategy (if applicable).*

# APPENDIX: [Corporate Procurement Strategy]

*Include an extract from (or location of) the current Corporate Procurement Strategy (if applicable).*