

# Resource Allocation Status Document

Date: \_\_\_ / \_\_\_ / \_\_\_

Prepared by: \_\_\_\_\_

Consulting Team: \_\_\_\_\_

Reporting Period: \_\_\_\_\_

## TEAM OVERVIEW

Team Member	Role	Allocated FTE (%)	Current Project(s)	Status	Notes
John Doe	Consultant	80%	Project Alpha	Active	
Jane Smith	Senior Consultant	60%	Project Beta	Active	
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## PROJECT ALLOCATION SUMMARY

Project	Allocated Members	Total FTE (%)	Client	Period	Status
Project Alpha	John Doe	80%	Acme Corp	Jan - Mar	Ongoing
Project Beta	Jane Smith	60%	Beta Inc	Feb - May	Ongoing
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## KEY OBSERVATIONS & RISKS

- Example: Capacity constraints anticipated for March.
- Example: Additional resources may be required for Project Alpha.
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## ACTION ITEMS & NEXT STEPS

- Example: Review allocation for Q2 planning.
- Example: Confirm backfill for upcoming leave.
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