IT Resources Allocation Plan

1. Overview

This document outlines the allocation of IT resources to various projects and departments to ensure optimal utilization and support for business objectives.

2. Resource Allocation Table

Resource Name	Type	Allocated To	Time Frame	Remarks
John Doe	System Administrator	Infrastructure Upgrade	Q1 2024	
VM Server-01	Hardware	Data Analytics	Q1 - Q4 2024	Shared resource
Licenses (MS Office)	Software	Sales Department	2024	

3. Key Objectives

- Ensure all critical projects have necessary IT support.
- Optimize resource usage and minimize bottlenecks.
- Align IT staffing and tools with project timelines.

4. Allocation Guidelines

1. Prioritize projects based on business impact.
2. Review and update allocations quarterly.
3. Maintain a reserve pool for urgent requirements.

5. Approval & Review

All resource allocation decisions are subject to approval by the IT management team. Regular reviews will be conducted to assess utilization and make adjustments as needed.