**What are Resources?**

Resources can be anything from equipment to project sites to people. Here’s a short list of some resources you’ll have to identify when planning your project:

* Type of team you’ll need
* Roles and key responsibilities for each team member
* Number of people required to fill each role
* What equipment they’ll need and its purposes
* Job locations or meeting rooms required
* Types and number of equipment needed
* Total amount of material needed

#### **Resource Planning Checklist**

* TIME. Projection or estimation of overall work hours towards project success.
* MONEY. There is a lot to be said about money and budgeting and there are certainly experts on economics out there. Our quick tip: always round-up when estimating costs.
* TEAM. This includes the positions, responsibilities, number of team members, their attributions, their skills, and so on. Consider that some might work remotely at times, freelancing, and so on.
* EQUIPMENT. Whether you rent or buy them, you have to think of every piece of equipment according to the need, purpose, and place within your project. Also think of materials and stationery that are needed for every phase of the project.
* SPACE. Likewise, whether you rent a space or use your personal estate as the office location, you have to list the functionality and purpose of every corner. Think of meeting rooms, rest areas, kitchen areas, creative zones, and so on.
* MISCELLANEA. This is an umbrella category that includes anything from interior design furniture and perks to snacks, and coffee. It should be absolutely tailored to every project. While this category is not essential to software project management, it does add some bling, thus creating an atmosphere of productivity and innovation. The work environment should not be treated lightly. Do at least take into consideration ergonomics and humane living conditions, if you are not that much into feng shui.