

Capacity Planning Worksheet

How much work can the team actually handle before something breaks, so commitments match reality.

Step 1: Know Your Actual Capacity

PERSON / ROLE	AVAILABLE HOURS/WEEK	HOURS COMMITTED	REMAINING CAPACITY

Step 2: Know What's Being Asked Of You

PROJECT / REQUEST	ESTIMATED HOURS	PRIORITY	DEADLINE

Step 3: Compare The Two Honestly

1. Does total demand exceed total available capacity?
2. If yes, what has to move, get delayed, or get cut?
3. Is capacity being eaten by low-value work that could be reduced or removed?

Questions Worth Asking

1. Are the same few people consistently overcommitted while others have room?
2. Is "yes" being said to new requests without checking capacity first?
3. What would need to be true to take on 20% more work without burning the team out?

Before Committing To Something New

- ☐ Actual capacity checked, not just assumed
- ☐ Tradeoffs made explicit (if we say yes to this, what gets delayed?)
- ☐ The person doing the work was part of the estimate