

Resource Management Checklist

When planning anything, no matter how large or small, you will need to check that the resources you require are available when you need them. This resource checklist will help ensure that you have timely access to everything you need.

Task

Use the document in [Supplementary Resources](#) as a template to create your own checklist specific to your task. Add any additional details or questions as appropriate. Make notes to help you attend to the details and tick things off when complete.

| Resources -People | Notes | Y/N ✓ |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-------|
| What skills/knowledge are required? | | |
| How many people are required? | | |
| Who is required? | | |
| For each person: <ul style="list-style-type: none"> • How long do you need them for? • When do you need them? • Are they available? | | |
| Resources - Finance | | |
| How much money is required? | | |
| How much time is available? | | |
| Can you access more money from other sources if necessary? | | |
| If so, which sources and when? | | |
| Resources - Equipment and Materials | | |
| What equipment is required (e.g. data projector, IT equipment)? | | |
| What other materials do you need (e.g. flip chart, marker pens)? | | |
| What other information or data do you need (e.g. profit and loss statistics, annual report)? | | |
| For each resource: <ul style="list-style-type: none"> • When do you need these resources? • Do you know how to use them properly? • Where will they come from? | | |
| Resources - Time | | |
| How much time do you have? | | |
| Are you working to a deadline? | | |

| | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| How much time do you have each resource for? | | |
| Resources- Facilities | | |
| What facilities do you need (e.g. physical space, meeting rooms, refreshments, furniture)? | | |
| For each facility: <ul style="list-style-type: none">• How long do you need these for?• When do you need them?• Are they available? | | |