Capacity planning template

One row per person, for a sprint or a two-week period.

Team team Period period Buffer 20 %

NAME	WORKING DAYS	HOURS PER DAY	TIME OFF (H)	MEETINGS (H)	AVAILABLE (H)	PLANNED (H)	DIFFERENCE
Team							

Available hours = (working days × hours per day – time off – meetings) × (1 – buffer)

If planned is higher than available

What moves out, who decided, and by when