

# PROJECT MANAGEMENT IN NES

## A GUIDE TO ESTIMATING RESOURCES



**Step 1** Consider each task in turn

**Step 2** Brainstorm which staff you think you will need to help you with each task (internal and external). This should include all possible resources including those for other departments such as web staff, events co-ordinators, PR officers, procurement officers etc.

Enter this in the resource analysis tool provided.

**Step 3** Estimate the amount of time each resource will need to spend on each task. (Remember not all staff will work on all tasks)

Enter this information in the resource analysis tool provided.

**Step 4** Total these across the entire project.