Planning Room

The capacity check

One person. One year.

Name: _____ Role: _____ Year: _____ Filled in with: _____

A The week

A1. Hours in their working week	
A2. Hours already spoken for (teaching or core job, duties, meetings, regular commitments)	
A3. Hours left for the plan in an ordinary week (A1 minus A2)	

Best filled in with the person. If A3 comes out at zero, that's the finding.

B The ordinary weeks

Term or quarter	1	2	3	4
B1. Weeks in the term				
B2. Weeks that aren't ordinary (reports, camp, events, leave)				
B3. Ordinary weeks (B1 minus B2)				
B4. Hours they really have (A3 times B3)				

C What the plan asks

Piece of work	Hours a week	Which weeks	1	2	3	4
Hours the plan asks, per term						

D The gap

Term or quarter	1	2	3	4
Hours they have (B4) minus hours asked (C)				
Fits (tick)	☐	☐	☐	☐
Short by how many hours				

E The four moves

For any term that's short, which move?

- ☐ Move it to a lighter term
- ☐ Share it with someone who has room
- ☐ Add cover so the hours exist
- ☐ Take something out of the year

What we decided, and who's telling whom: _____

_____

_____

Date we'll look again: _____

Rough numbers are fine. An hour out won't change the answer. A whole person out will.

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Want a hand with the plan, or want to see yours in Planning Room?
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