

CAMEE TOOL 1-2: Staff Workload Planning Workbook

ABSTRACT

The use of this workbook will give a weekly snapshot of the anticipated billable man hours for an engineering office in total, per person, and per project. It also allows forecasting of upcoming work and indicates how it will affect future workload. This workbook will be most applicable for small- to medium-sized firms, up to 50 employees. It is proposed that a master individual initially set up the workbook as they will have to lock and unlock cells as appropriate as they complete the blank program with their company data. Detailed instructions are included in the first tab. A working knowledge of Excel will be necessary to manipulate linked tabs, etc.