Capacity - Utilization

The Utilization is the percentage of time worked (or allocated) over the availability. It tells you how busy your team is overall, regardless of the time of work it is doing.

$$\%Utilization = \frac{allocated}{availability}$$

You want to bring Utilization as close to 100% possible.

Interpretation

- **High Utilization** means that your team is busy and that you actually know what they are working on since you get it from the data in the Capacity Planner.
- **Low Utilization** can mean a few different things:
  - That there's simply not enough work planned for your team.
  - That the Capacity Planner is not updated with the latest Resourcing Requests from the Sales Team or Project Managers.
  - A combination of both.

Revision #8
Created 2023-03-29 13:21:51 UTC by guillaume
Updated 2023-04-14 10:18:26 UTC by guillaume