

# Capacity

Capacity refers to the amount of work your team can execute at any given time. It is measured in days. Capacity is planned for each team member individually.

## Availability

The total amount of days a team member can work in a given month. Someone working full time will have a capacity of ~20 days per month, considering that s/he will not take vacation days and that there are no holidays in that month.

## Allocations

The fact of allocating a certain number of working days to a staff member to work on something.

## Remaining

The number days that a staff member can still work based on his/her availability and allocations.

$$\textit{Remaining} = \textit{Availability} - \textit{Allocation}$$

- **Remaining > 0** - The staff member can still be allocated work.
- **Remaining = 0** - The staff member is *at capacity*, i.e. you have allocated work to the level of his/her availability.
- **Remaining < 0** - The staff member is over booked, i.e. you have allocated more days that s/he can actually work.

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