

Criteria for working out how many people would be required for a specific project

Note: This matrix can be altered to fit almost any scenario and to include any diversion of hours. It can even be used for planning of an entire workforce.

Scenario

A company has just received an order for the completion of some work. The work is to commence on 1 March and be completed by the end of May. As the work is an addition to their current order book, and there is no redundancy in hours available through current staffing levels, the Company will need to take on additional workers on a fixed term contract. The additional workforce does not require induction or training as they have carried out work for the company on a similar contract recently (although such training could quite easily be built into the criteria table below by adding the number of days of training needed). The workers utilise the same skills. The total number of hours required for the project is 2,821. Additional information: Employees of the Company are given 30 days annual holiday. A further 8 days are allowed for statutory bank holidays. Each employee is allowed one hour for lunch and works 5 days per week.

CRITERIA FOR WORKING OUT NUMBER OF PEOPLE REQUIRED

| | | |
|---|-----------|-----------------------------|
| Number of days over period of project | | 92 |
| <u>Less</u> | | |
| Sickness Allowance | 2 | |
| Public Holidays | 4 | |
| Annual holiday allowance | 8 | |
| Weekends | 26 | |
| Total days unavailable | 40 | |
| Total days available for task | | 52 |
| Length of standard working day | 9 hrs | |
| <u>Less</u> | | |
| Miscellaneous diversions | 0.25 hrs | |
| Meal allowance | 1 hr | |
| Hours available per day | | 7.75 hrs |
| Total hours over period of task available per worker | | = 52 x 7.75 = 403 |
| Total number of people required | | 2821/403 = 7 people |