ODF INDIE CONSULTANT SERIES

EFFECTIVE PROJECT RESOURCING

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Business & Financial Structures
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Effective Project Resourcing
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Advanced Topics
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WE ARE HERE

EFFECTIVE RESOURCING CONSIDERATIONS

- The resourcing process begins during *contracting*

- It continues *even after* the project is underway

- Resourcing & staffing *includes*:
  - What **work** is required for the scope & deliverables
  - What **skills** are needed to do that work
  - Who with those skills will **do the work**?
  - How will those involved be **compensated**?

- Only undertake projects you can *resource*!
  - Maintain a network of frequently used skills, or
  - Alternatively, only take on work you can do yourself

RESOURCING THE PROJECT

CLARIFY

- What work does the contract need
- What complete set of skills will deliver

IDENTIFY

- Own skills
- Client skills
- Networked skills

CONFIRM

- Specific skills
- Availability
- Rates

CONTINGENCY

- For unexpected needs
- Emergency absences

TOP TIPS

1. **Staffing starts at contracting**
   - What work is required to deliver the outcomes?
   - What sets of skills will be needed to do this work?

2. **Be clear on your own contribution**
   - Will you be managing the project as a whole?
   - How much time will be left for other roles?

3. **Maintain an extended skill network**
   - Trusted colleagues covering common skills needed
   - Contacts to those with skills needed less frequently
   - Develop and nurture these relationships!

4. **Be transparent with the client**
   - Ideally spell out staffing in the contract
   - Recalibrate and/or recontract as needed

5. **Plan for contingencies**
   - Unexpected sidebar activity needing specialty skills
   - Illness or other emergency absences