

**NEW YORK STATE DEPARTMENT OF HEALTH
PROJECT MANAGEMENT OFFICE**

RESOURCE ACQUISITION WORKSHEET

<i>Purpose:</i>	<i>This document outlines the anticipated resource requirements including human and material resources for the project. The Project Manager in cooperation with the Project Director and other resources will develop suggested resources.</i>
<i>Target Audience:</i>	<i>Project Sponsor, Project Director, Project Manager, Project Team</i>

PROJECT IDENTIFICATION
Project Name:
Project Sponsor:
Project Director:
Project Manager:
Date:

RESOURCE DESCRIPTIONS <i>Describe the resources needed to complete the project. Typically, this will not include any resources not directly managed by the project team.</i>			
Resource	Cost/Hours Estimate	Availability Information	Skills or Qualities

PROJECT RESOURCE INFORMATION <i>How the resources identified above will be procured.</i>			
Resource	Staffing Method	Acquisition Information	Person Responsible for Acquisition