

Workload Utilisation Model

Project Assessment Register

Project Name	Rationale			Resourcing		Prioritisation	
	Must Have	Nice to Have	Yes, It Aligns to Strategy#	Can Resource Internally*	Have Budget to Resource Externally	What Would Happen if we Parked This?	If We Say Yes to This, What Do we Say No To?

Direct alignment to organisational strategic goal or objective, not indirect or assumed. Link the goal or objective reference.

*Can resource internally means you have existing staff with free capacity within their contracted hours, or staff being under utilised currently. External resourcing is required, or reprioritisation is necessary if you plan to allocate this project to an existing staff member who is currently being deliciously well utilised or is already distastefully overloaded. The focus is on replacing or reprioritising projects, not adding them for these staff.

Need more support creating a mentally healthy workplace?
Check out the [Transforming Norm workplace transformation program](#).

