

The background of the slide is a photograph of a tunnel, possibly a subway or transit tunnel, with a large circular light fixture in the foreground. The image is overlaid with a semi-transparent olive green filter. On the left side, there is a white arrow pointing right, which contains the Georgia Tech logo and the text 'CREATING THE NEXT'.

**Georgia
Tech**



CREATING THE NEXT

Confirming & Allocating a Resource Plan

Quick Reference Guide

Confirming/ Allocating Resource Plans

After the resource plan is requested, you can directly allocate the resources. To confirm and allocate, the resource plan must be in the **Requested** state:

After the resource plan is requested, you can directly allocate the resources. To confirm and allocate, the resource plan must be in the **Requested** state:

1. Click on the Resource Plan.
2. In the Resource Finder (bottom pane), select all resources that will fulfill this request. You can assign one or many resources, using the resource's available hours as a guide.
3. Select each resource you would like to assign and click **Confirm** to **soft book** the resources against the resource plan.

Note: It is possible to Confirm and Allocate a resource plan without selecting resources. This will automatically confirm or allocate all resources to the resource plan per the **Members Preference** on the resource plan (All Members, Any Members, Specific Members).

The screenshot displays the 'Resource Plans' interface. At the top, there is a 'New' button and a 'Resource Plans' header. Below this, a table shows resource plans with columns for 'Resource name', 'Planned', 'State', 'Jul 2019', and 'Aug 2019'. A resource plan for '[G] Demo-Analysts' is highlighted, showing a state of 'Requested' and 20 FTE. Below the table, there are search filters for 'Search by group' (set to 'Demo-Analysts'), 'Select a role', and 'Select a user'. A 'Confirm' button is highlighted. At the bottom, a table shows the availability of resources for the selected plan, with columns for 'Group -> User -> Task', 'Jul 2019 Availability', 'Aug 2019 Availability', and 'Sep 2019 Availability'. Resources listed include Tony P, Troy Mccoy, Scott W, and Tom Dungen.

Resource name	Planned	State	Jul 2019	Aug 2019
[G] Demo-Analysts	20 FTE	Requested	2,400	3,520

Group -> User -> Task	Jul 2019 Availability	Aug 2019 Availability	Sep 2019 Availability
✓ Tony P	184	176	168
✓ Troy Mccoy	129	123	117
✓ Scott W	184	176	168
✓ Tom Dungen	184	176	168

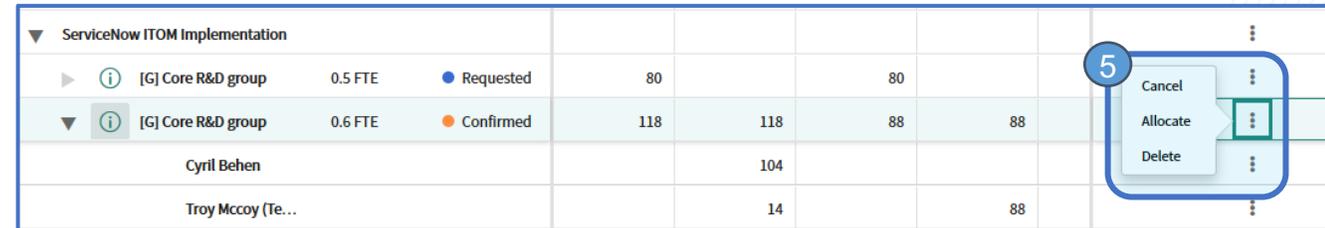
Confirming/ Allocating Resource Plans

6. You can also partially allocate a resource plan by only Allocating one resource at a time to the resource plan. To only allocate one specific resource, click the **Allocate** on the row of the specific resource.



ServiceNow ITOM Implementation							
▶	[G] Core R&D group	0.5 FTE	Requested	80		80	
▼	[G] Core R&D group	0.6 FTE	Confirmed	118	114	88	88
	Cyril Behen			100			
	Troy Mccoy (Te...			14			88

The resource plan is now partially allocated, and the Allocation icon is a purple circle, not a dot. This method is good to use if you'd like to allocate resources over time vs. all at once. The weeks/ months that show purple are those that are not fully allocated yet. The light orange cells show **confirmed** resources that have not been allocated to the resource plan yet.



ServiceNow ITOM Implementation							
▶	[G] Core R&D group	0.5 FTE	Requested	80		80	
▼	[G] Core R&D group	0.6 FTE	Confirmed	118	118	88	88
	Cyril Behen			104			
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ServiceNow ITOM Implementation								
▶ ⓘ [G] Core R&D group	0.5 FTE	● Requested	80			80		248
▼ ⓘ [G] Core R&D group	0.6 FTE	○ Allocated	118	118		88	88	386
Cyril Behen				104				
Troy Mccoy (Te...				14		88		