

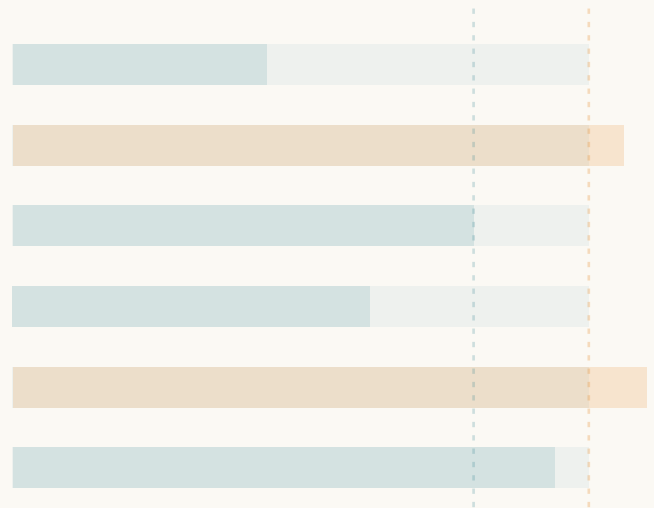


AN ARDENT WORKSHOP PRODUCT

Free Starter — Team Load Checker

Net booked hours against available, one month — the heart of the full planner.

Free · no signup



Your free team load checker

This one-page starter is the heart of the full planner, for a single month: net each person's booked hours against their available hours and see who's over-allocated and who has room. It's genuinely useful on its own — and the fastest way to feel how the paid planner works before you add multi-project booking and the six-month forecast.

How to use it

- 1 List your people. Put each person in, with their available hours this month — the time that can actually go to project work.
- 2 Enter the booked hours. For each person, the total hours committed this month across everything they're on.
- 3 Read the flag. Utilization is $\text{booked} \div \text{available}$. Over means past 100% (underwater); Low means under your target (room to spare); OK is in between.
- 4 Balance the load. Move work off an Over person onto a Low one, and watch both flags change.

WHAT THE FULL PLANNER ADDS

This starter checks one month, with the hours booked entered by hand. The full Team Capacity & Utilization Planner adds the parts that make it a planning tool: book people onto projects month by month and it nets every assignment for you, a six-month capacity forecast that shows the first month you run tight, an Overview dashboard of team utilization and spare capacity, and four guides on reading and acting on it. [Get the full Team Capacity & Utilization Planner >](#)

A planning tool, not payroll or billing software, and not HR, tax, or legal advice. The example team is fictional and illustrative.