



AGENCY OPERATIONS

Team capacity planning worksheet

A planning worksheet for matching available team time to committed work without hiding overload in a spreadsheet.

A practical worksheet from Stelaah

Use it, adapt it, and save it with the client work it supports.

HOW TO USE THIS

You need to decide what the team can take on next.

WORK THROUGH THE CHECKLIST

- ☐ 01 **List team availability**

- ☐ 02 **List committed work**

- ☐ 03 **Estimate remaining effort**

- ☐ 04 **Identify bottlenecks**

- ☐ 05 **Rebalance or defer work**

- ☐ 06 **Confirm the plan with owners**

Before you close this

Name one owner, one next action, and one date. A worksheet only helps when the next commitment is visible to the people doing the work.

Notes and decisions

Use this page to record what changes after you work through the checklist.

This practical workflow resource is not legal, financial, tax, or security advice. Adapt it to your team and circumstances.