Establish A Cross-Functional Team
- Open lines of communication among leadership
- Use collaboration tools to stay connected
- Continuously evaluate portfolio and resource requirements

Calculate Resource Capacity
- Determine the number of people available to work on projects
- Estimate the time staff has to dedicate to project work
- Find the maximum reach of your resource capacity

Determine Resources Required For Each Project
- Review the work breakdown structure
- Map out requirements and tasks
- Identify roles and responsibilities required

Prioritize Projects
- Review portfolio
- Evaluate initiatives
- Rank projects according to value

Allocate Resources Based on Project Priority
- Order projects according to priority
- Staff highest priority projects first
- Initiate projects only when appropriate resources are available