

RESOURCE ALLOCATION MAP

WHY THIS TOOL MATTERS?

Projects often fail not because the idea is weak, but because the team discovers too late that time, materials, money or people were missing. A **Resource Allocation Map** helps you understand what you have, what you need, and how to distribute resources across each activity of your project.

For young teams, this tool:

- Prevents stress and last-minute problems
- Supports realistic planning
- Clarifies responsibilities
- Ensures that each activity has the people, materials, and budget it needs.

It is especially relevant in cultural mediation, where activities involve diverse tasks (creative work, communication, logistics, facilitation).

HOW TO USE IT?

1/ List your project activities: Take your plan and write down each workshop, meeting, event, creation task, or communication action.

2/ Identify available resources: Think about human resources (team), materials and equipment, technical tools, spaces, and budget.

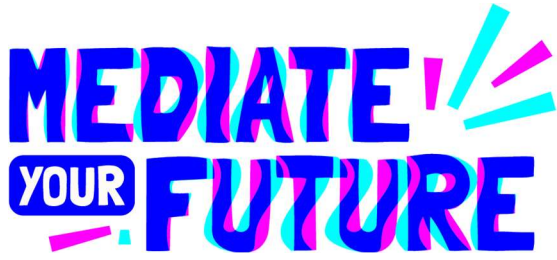
3/ Map resources to activities: For each activity, specify what is required and who/what already exists.



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4/ Spot gaps: Identify what is missing: materials to borrow, volunteers to recruit, skills to develop, budget needed.

5/ Adjust the plan: Reallocate resources, reduce workload, or modify activities so everything becomes achievable.

6/ Update throughout the project: As things evolve, revisit and adjust the map.

TIPS

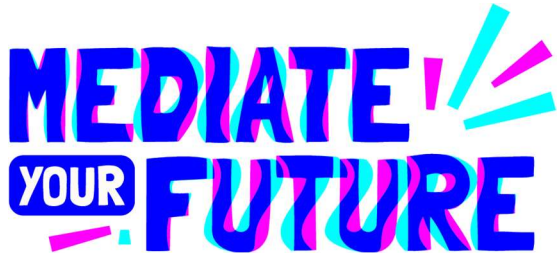
- Be honest: overestimating your capacity leads to frustration.
- Start with what is free or already available (space, volunteers, materials).
- Ask partners in advance: many resources can be borrowed (rooms, equipment, expertise).
- Use colours (green = available, yellow = partially available, red = missing) for easy visualisation.
- Keep the map simple: students, youth workers, and volunteers must be able to read it instantly.



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TEMPLATE

Resource Allocation Map

1 - LIST OF PROJECT ACTIVITIES

What will you do?

Activity description	Date / Duration	Responsible

2 - WHAT RESOURCES DO WE HAVE?

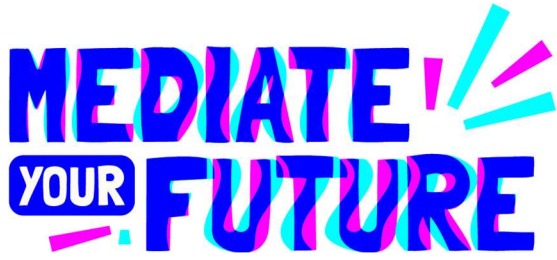
Human, material, technical, financial, spaces

Resource Type (Human, material, technical, space, budget...)	Source (team, partner, donation...)	Quantity / Availability



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3 - RESOURCE ALLOCATION

Match each activity with what it requires

Activity	Required Resources	Available / missing	Action required

4 – FINAL RESOURCE PLAN

Once gaps are solved, finalise your allocation

Activity	Final Resources Confirmed	Responsible	Deadline



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