# 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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