

Overview: Capacity Planning Worksheet

This inputs planning worksheet was created by the Career Centre, Trent University. A capacity planning template created at the Career Centre at York University was previously shared with all the working group members. We modified the template to better represent our services/context at Trent. It is used in the month of May to plan centre staffing hours for the next academic year.

We first started using this tool in a year when we were experiencing staffing cuts. It helped us to balance the work load and consider where we wanted to spend our time.

This tool and overview were submitted by the Career Centre, Trent University.