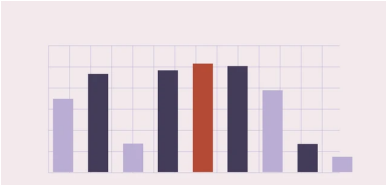
Capacity planning model



We model demand against team capacity for three services over 13 weeks.

Who it helps

Founders and managing directors

The problem to solve

A healthy pipeline can turn into a delivery bottleneck if bookings and available staff effort are modelled separately.

Working through the brief

1. **Confirm demand and capacity assumptions**

   Gather the agreed inputs. Current plans, team capacity and assumptions for the period under review.

2. **Model three services over thirteen weeks**

   Track “Service and week” and “Demand assumption” together so the reviewer can connect the source information to the result.

3. **Review the bottlenecks**

   Use the model to check when proposed demand strains capacity and discuss which work can move.

4. **Check the scope at handover**

   Third-party data and work beyond the agreed business unit or market are separate.

Worked example

A forecast includes more project starts than reviewers can accept. Model the review capacity alongside delivery hours.

Read the service scope / STR-015

Sparkle Solutions Group Ltd.

info@sparklesolgroup.com +44 20 3307 6468 sparklesolgroup.com

71-75 Shelton Street, Covent Garden, London, WC2H 9JQ, United Kingdom