

Manual Capacity Planner

Basic Weekly Worksheet

Use this printable sheet to manually sketch out your team's weekly hours. Note: This version does not contain automated formulas.

Team Member	Total Weekly Hours	Project Work (Est.)	Admin / Other	Leftover Time

* To find Leftover Time: Total Hours - (Project + Admin) = Remaining.

Save time with the Membership Version

Skip the manual math. Our full template includes **automated formulas**, dedicated **billable vs. non-billable** sections, and a **pre-filled sample**.

Available for Excel & Google Sheets.