RESOURCE & CAPACITRY MANAGEMENT
TIME ENTRY CATEGORIES

TIME ENTRY CATEGORIES	WHAT IT MEANS	EXAMPLES	EIT RESOURCE MANAGER ALLOCATION TIP
Administration	Hours not associated with your profession or role. Activities include team engagement events, townhalls, and CPS Energy approved volunteer opportunities.	• Townhall type meetings • Team engagement activities • CPS Energy sponsored volunteer events	Administration hours for each team member should be consistent if team and 1:1 schedules are similar in how staff are managed.
Incident	Addressing issues or problems that were not planned	• Addressing a service disruption or unplanned outage • Root cause investigation • Issue / resolution analysis	Although incidents cannot be planned, it is recommended to look at historical team member actuals to establish a forecasted monthly hours estimate
Leave	Paid Time Off (PTO) that has been submitted	• Planned vacation • Sick Time	Discuss planned time off once monthly with team members in 1:1s and have Clarity open to make updates to allocations in real-time.
Operations	Role or team related activities specific to your team's job function at CPS Energy	• Planned non-project related patching, upgrade, outage or other IT role-based work	Discuss planned operations support once monthly with team members in 1:1s and have Clarity open to make updates to allocations in real-time.
Service Request	Work associated with an assigned ServiceNow ticket requiring team member support	• All type of IT work included in the EIT ServiceNow service catalog	Establish a baseline estimate for managing service requests based on role of team member and discuss assigned tickets once monthly in 1:1s.
Training	Activities related to professional development and education approved by CPS Energy	• SuccessFactors assigned training • Conferences • Approved CPSE professional development training (virtual or in-person)	Discuss upcoming training once monthly with team members in 1:1s and have Clarity open to make updates to allocations in real-time.
Project Assignments (Unique by Project)	Formal Project assignments team members have been designated to support in their EIT role	• AARRS Implementation Project • ERP Transformation • Data Presentment Project	Monthly allocations are entered by the Project Manager. Review with your team member once monthly to maintain alignment to assignments and actuals.

[redacted] RESOURCE UTILIZATION

Portfolio VP: All

Employment Type: All

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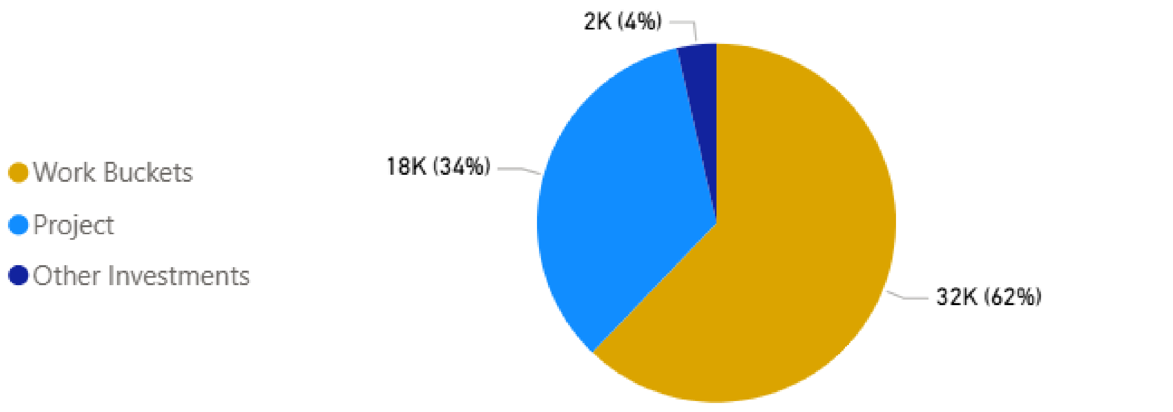
[redacted] Portfolio Project Hours

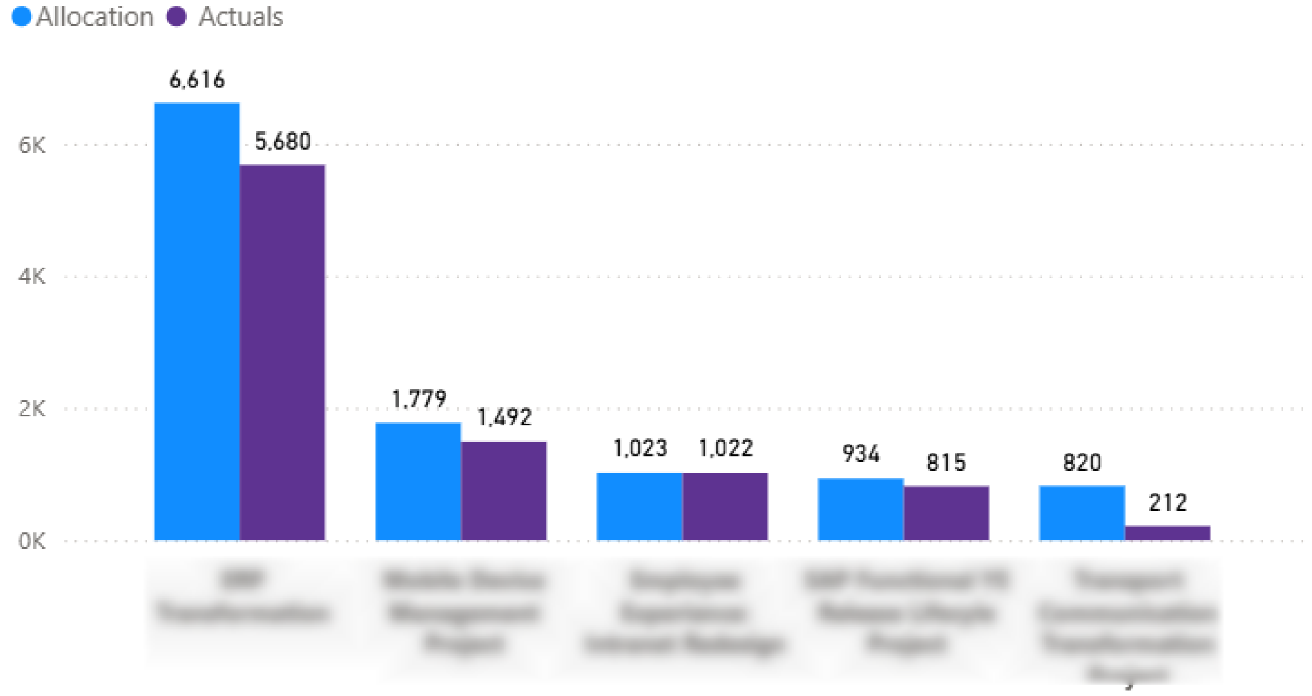
> 25% | 15% -25% | < 15%

EIT Portfolio	November Allocation	November Actuals	% Variance	Variance Hours
[redacted]	11,921	10,623	-10.9%	-1,299
[redacted]	6,765	5,648	-16.5%	-1,116
[redacted]	1,590	1,404	-11.7%	-187
Total	20,276	17,675	-12.8%	-2,601

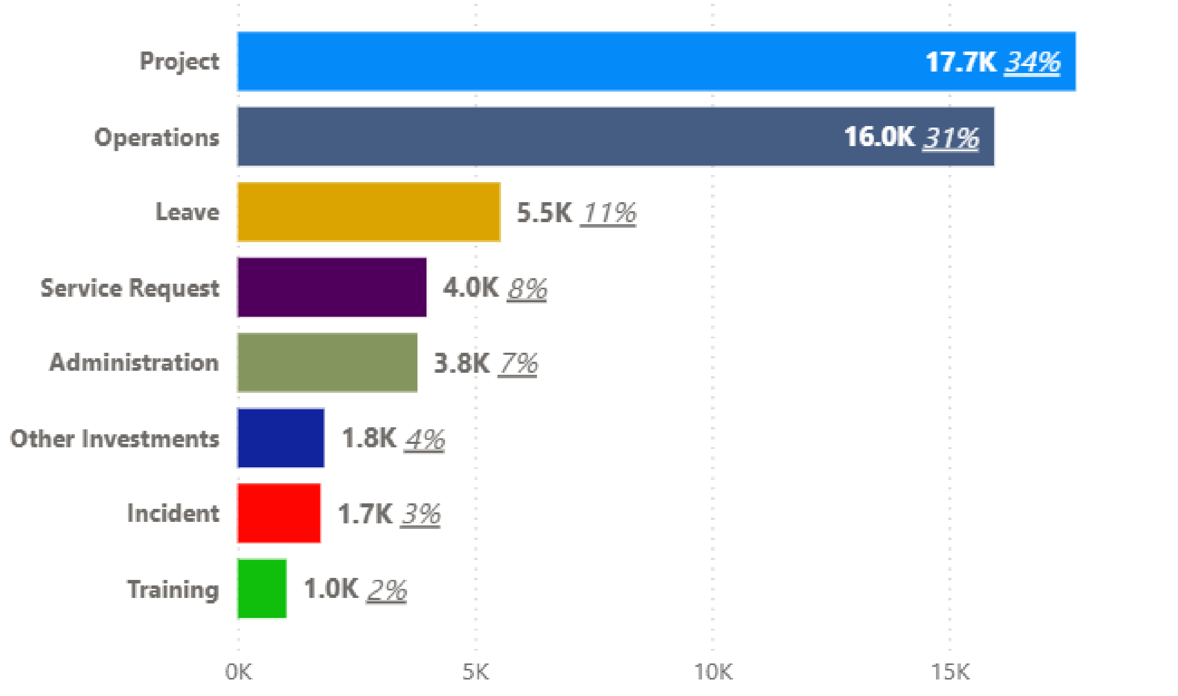
November [redacted] Actuals Summary



November Top 5 Allocations vs Actuals Project Hours



November Overall Resource Actuals



cps ENERGY [redacted] RESOURCE UTILIZATION TREND

Portfolio VP: All

Employment Type: All

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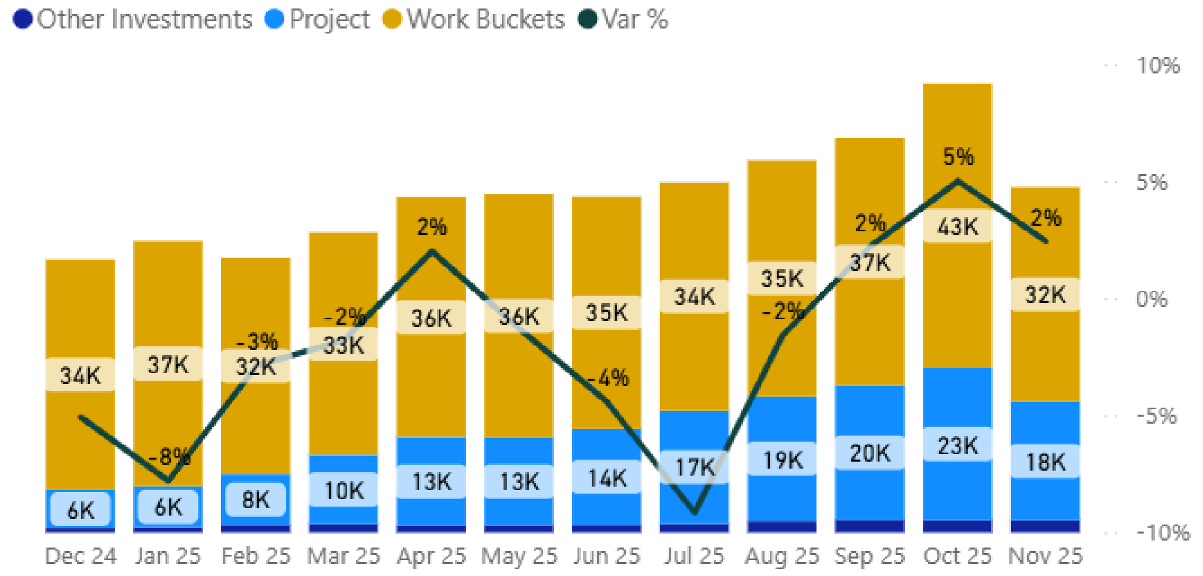
[redacted] Resource Utilization Hours by VP

Click on Leader to Drill Down

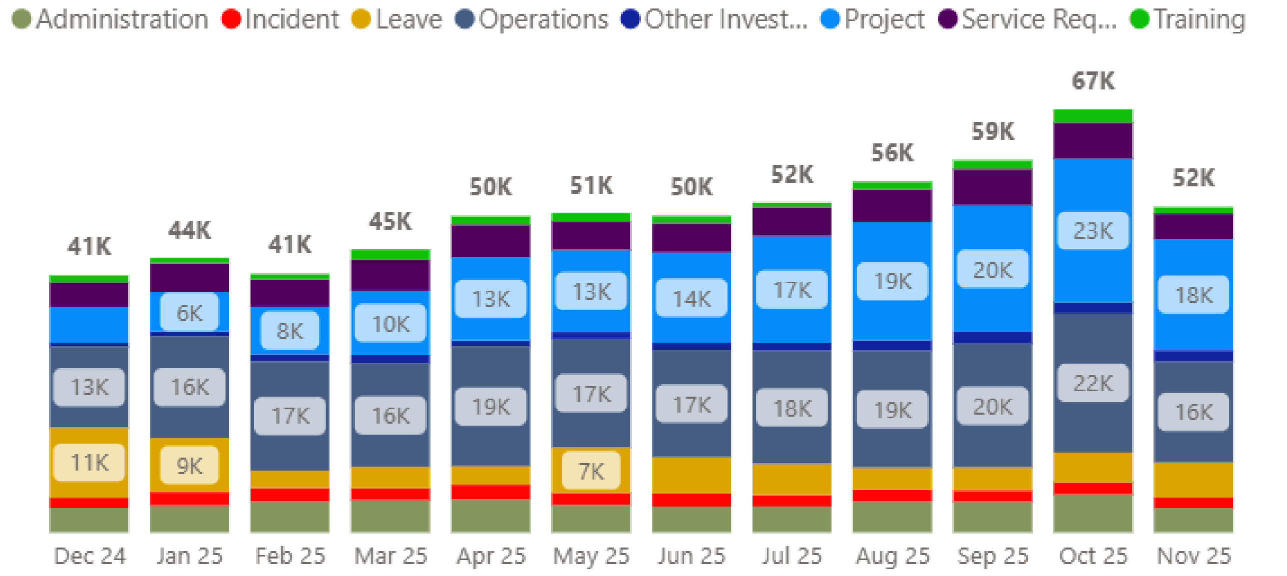
> 25% · 15% -25% · < 15%

Month	Dec 24				Jan 25				Feb 25				Mar 25				Apr 25		
Portfolio VP	Actuals	Alloc	Var	Var %	Actuals	Alloc	Var	Var %	Actuals	Alloc	Var	Var %	Actuals	Alloc	Var	Var %	Actuals	Alloc	Va
⊞ _Unfilled Role_		176	-176.26	-100%		184	-184.28	-100%		56	-56.00	-100%		87	-87.20	-100%		77	-7
⊟ [redacted]	22,981	19,892	3,089.42	16%	24,703	21,991	2,712.31	12%	22,163	19,816	2,346.76	12%	23,343	21,062	2,280.65	11%	24,937	22,646	2,29
⊟ [redacted]	2,212	2,198	14.13	1%	2,328	2,339	-11.97	-1%	2,091	2,058	32.20	2%	2,241	2,186	54.08	2%	2,266	2,283	-1
[redacted] - E	172	123	48.80	40%	165	129	36.20	28%	160	128	32.00	25%	168	134	33.60	25%	178	141	3
[redacted] - E	154	153	1.48	1%	167	159	7.55	5%	160	147	13.36	9%	175	154	20.53	13%	176	161	1
[redacted] - C	200	176	24.00	14%	189	184	5.00	3%	160	160	0.00	0%	177	168	9.00	5%	160	176	-1
[redacted] - C	202	176	26.00	15%	198	184	14.00	8%	160	160	0.00	0%	167	168	-1.00	-1%	182	176	
[redacted] - E	146	151	-4.76	-3%	188	158	29.89	19%	166	137	28.44	21%	170	144	26.09	18%	189	151	3
[redacted] - E	177	176	1.00	1%	184	184	0.00	0%	160	160	0.00	0%	171	168	3.00	2%	176	176	
[redacted] - E	186	148	37.97	26%	184	155	29.24	19%	165	135	30.42	23%	174	141	32.70	23%	177	148	2
[redacted] - E	185	158	26.60	17%	144	166	-21.60	-13%	160	144	16.00	11%	168	168	0.00	-0%	176	176	
Total	40,763	42,942	-2,178.32	-5%	43,514	47,196	-3,681.83	-8%	41,011	42,235	-1,223.31	-3%	44,817	45,637	-819.91	-2%	50,118	49,133	98

12 Month Actuals To Plan Summary



12 Months Overall Resource Actuals



ACTUALS AND DEMAND BY MANAGER

Portfolio VP: All | Employment Type: All

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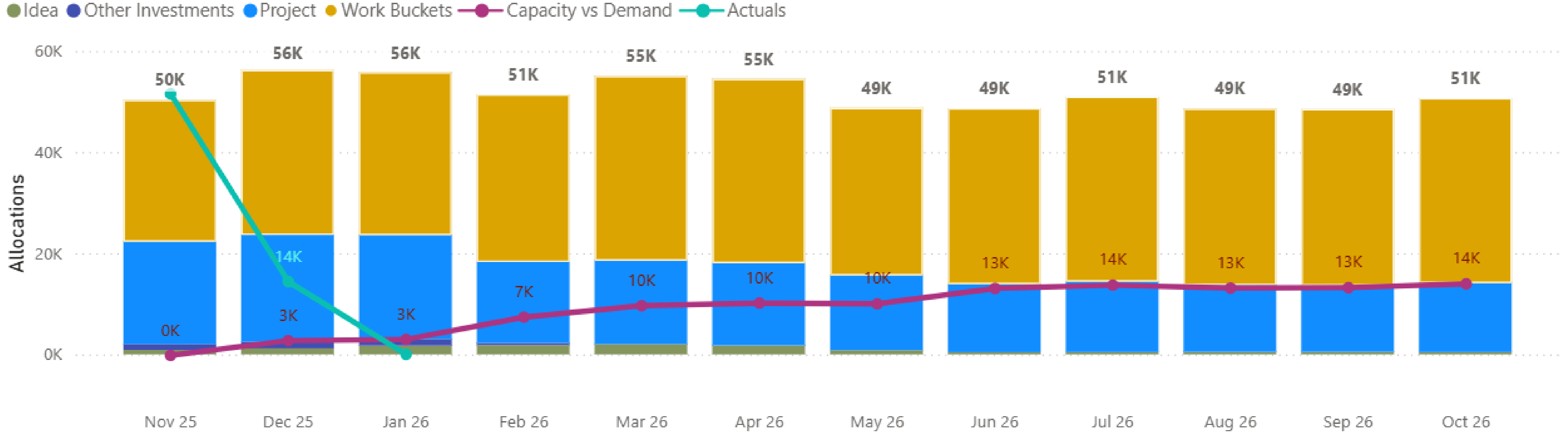
Resource Actuals and Demand by Manager

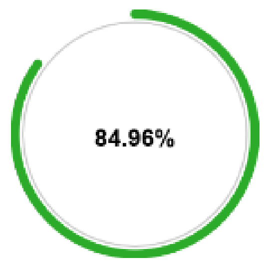
% Allocated ≥ 125%

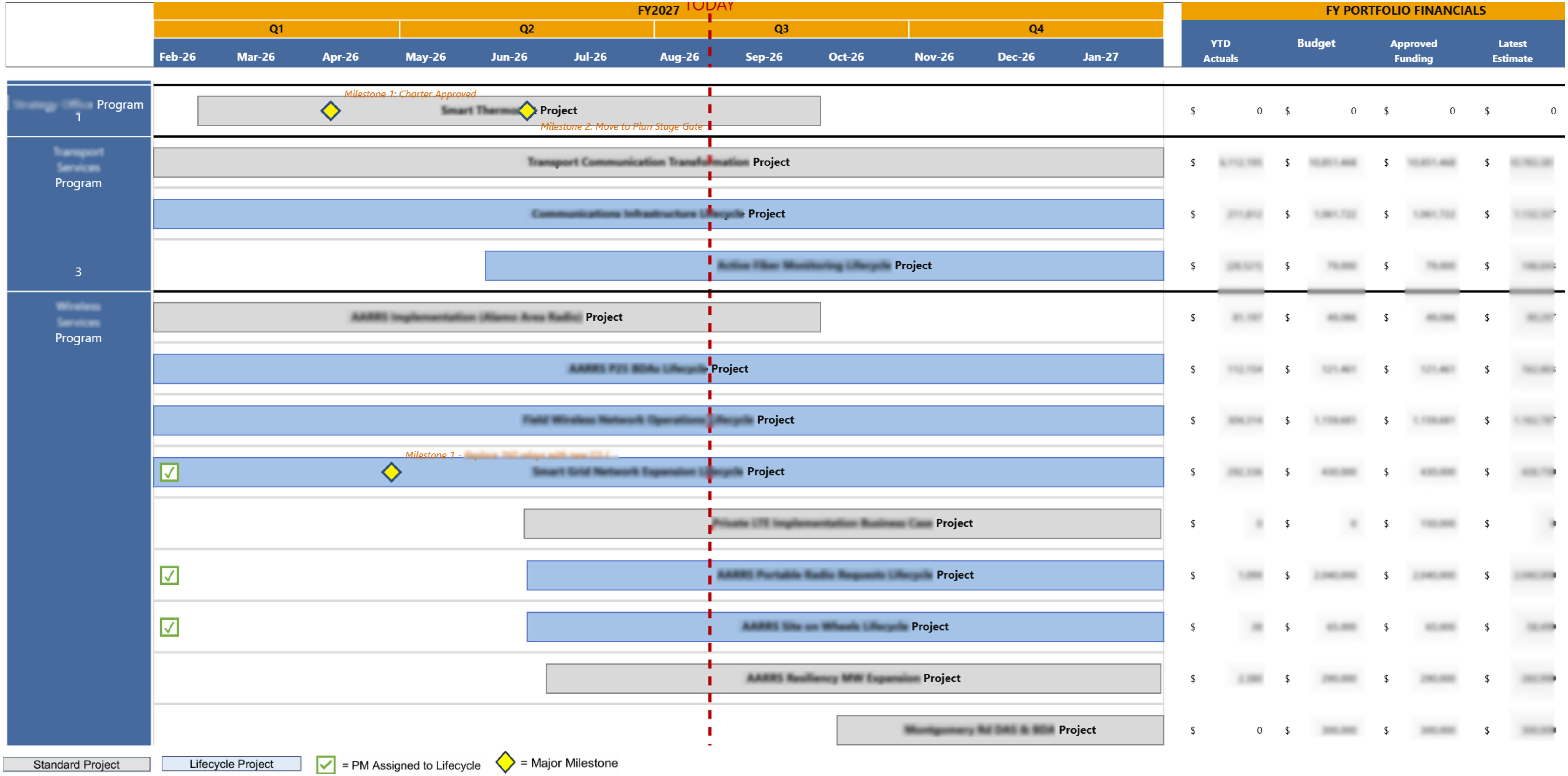
Month	Nov 25				Dec 25			Jan 26			Feb 26			Mar 26		
Resource Manager	Actuals	Allocation	Variance	% Variance	Allocation	Capacity	% Allocated	Allocation	Capacity	% Allocated	Allocation	Capacity	% Allocated	Allocation	Capacity	% Allo
Unfilled Roles		974	-974	-100%	993			1,370			1,630			1,792		
[redacted]	136	126	10	8%	149	160	93%	149	160	93%	149	160	93%	164	176	
[redacted]	871	824	47	6%	962	960	100%	935	960	97%	928	960	97%	1,021	1,056	
[redacted]	2,000	2,422	-422	-17%	2,755	2,240	123%	2,721	2,240	121%	2,286	2,240	102%	2,345	2,464	
[redacted]	2,227	1,966	262	13%	2,192	2,400	91%	2,138	2,400	89%	2,190	2,400	91%	2,409	2,640	
[redacted]	952	966	-14	-1%	1,117	960	116%	1,131	960	118%	749	960	78%	808	1,056	
[redacted]	608	365	243	67%	437	640	68%	461	640	72%	405	640	63%	446	704	
[redacted]	272	272		%	320	320	100%	320	320	100%	320	320	100%	352	352	
[redacted]	407	408	-1	%	480	480	100%	480	480	100%	480	480	100%	528	528	
[redacted]	416	408	8	2%	480	480	100%	480	480	100%	480	480	100%	528	528	
[redacted]	642	544	98	18%	640	640	100%	640	640	100%	640	640	100%	704	704	
Total	**51,567**	**50,340**	**1,226**	**2%**	**56,240**	**58,981**	**95%**	**55,835**	**58,811**	**95%**	**51,434**	**58,797**	**87%**	**55,047**	**64,681**	

12 Months Forecast of Future Demand vs Capacity



% Capacity Allocated




FY2027
TODAY
Q1
Q2
Q3
Q4
Feb-26
Mar-26
Apr-26
May-26
Jun-26
Jul-26
Aug-26
Sep-26
Oct-26
Nov-26
Dec-26
Jan-27
FY PORTFOLIO FINANCIALS
YTD Actuals
Budget
Approved Funding
Latest Estimate
Program
1
Milestone 1: Charter Approved
Project
Milestone 2: Move to Plan Stage Gate
$ 0
$ 0
$ 0
$ 0
Program
3
Project
Project
Project
Program
Project
Project
Project
Milestone 1 -
Project
Project
Project
Project
Project
Project
$ 0
Standard Project
Lifecycle Project
= PM Assigned to Lifecycle
= Major Milestone

Resource and Capacity Management | Data updated 8/12/26

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EIT RESOURCE UTILIZATION TREND

Portfolio VP: All Employment Type: All

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EIT Resource Utilization Hours by VP

Click on Leader to Drill Down

> 25% 15% -25% < 15%

PERIOD_NAME	Jul 26				Jun 26				May 26				Apr 26				Mar 26			
Portfolio VP	**Actuals**	**Alloc**	**Var**	**Var %**	**Actuals**	**Alloc**	**Var**	**Var %**	**Actuals**	**Alloc**	**Var**	**Var %**	**Actuals**	**Alloc**	**Var**	**Var %**	**Actuals**	**Alloc**	**Var**	**Var %**
⊞	14,507	16,852	-2,345.65	-14%	13,005	15,928	-2,922.81	-18%	11,991	14,448	-2,456.24	-17%	11,428	15,138	-3,709.86	-25%	13,061	12,647	414.66	3%
⊞ _Unfilled Role_		800	-799.80	-100%		450	-450.00	-100%		269	-268.80	-100%		124	-124.06	-100%		130	-129.97	-100%
⊞ [illegible]	27,475	22,293	5,181.67	23%	26,445	21,182	5,263.37	25%	24,914	20,280	4,634.69	23%	23,803	20,817	2,986.78	14%	25,197	21,653	3,543.47	16%
⊞ [illegible]	10,602	9,678	924.59	10%	10,306	9,042	1,263.91	14%	9,509	8,379	1,129.40	13%	8,348	8,858	-509.98	-6%	9,774	9,199	574.38	6%
⊞ [illegible]	5,721	5,702	19.48	0%	5,251	5,442	-191.36	-4%	5,042	5,179	-137.45	-3%	5,217	5,436	-218.62	-4%	5,623	5,693	-69.97	-1%
Total	**58,304**	**55,324**	**2,980.28**	**5%**	**55,008**	**52,045**	**2,963.11**	**6%**	**51,456**	**48,555**	**2,901.59**	**6%**	**48,797**	**50,372**	**-1,575.74**	**-3%**	**53,654**	**49,322**	**4,332.56**	**9%**

12 Month Actuals To Plan Summary

Period	Other Investments Actuals	Other Investments Var %	Project Actuals	Project Var %	Work Buckets Actuals	Work Buckets Var %	**Total Actuals**	**Var %**
Jul 26	1,507	28%	19,627	-20%	37,171	26%	**58,304**	6%
Jun 26	1,479	31%	18,253	-21%	35,277	26%	**55,008**	6%
May 26	1,887	77%	16,710	-24%	32,859	29%	**51,456**	6%
Apr 26	1,748	56%	16,659	-27%	30,390	14%	**48,797**	-3%
Mar 26	1,921	66%	18,406	-9%	33,328	20%	**53,654**	9%
Feb 26	1,703	41%	16,480	-11%	30,176	20%	**48,359**	8%
Jan 26	1,494	24%	14,280	-26%	31,599	28%	**47,373**	5%
Dec 25	1,957	62%	14,006	-30%	30,370	22%	**46,333**	1%
Nov 25	1,562	50%	12,991	-25%	26,227	22%	**40,780**	2%
Oct 25	1,663	22%	16,568	-23%	34,839	24%	**53,070**	4%
Sep 25	1,774	41%	14,825	-24%	30,987	20%	**47,586**	2%
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
Total	**20,155**	**42%**	**192,590**	**-22%**	**382,796**	**22%**	**595,540**	**4%**

12 Months Overall Resource Actuals

Month	Administration	Incident	Leave	Operations	Other Investments	Project	Service Request	T
Jul 26	4,641	1,972	4,665	20,869	1,507	19,627	4,033	
Jun 26	4,707	1,310	3,641	20,084	1,479	18,253	4,409	
May 26	3,950	1,117	3,587	18,441	1,887	16,710	4,641	
Apr 26	3,867	1,066	3,092	17,294	1,748	16,659	4,082	
Mar 26	4,655	1,340	4,075	18,295	1,921	18,406	4,161	
Feb 26	3,894	1,292	2,381	16,847	1,703	16,480	4,352	
Jan 26	3,522	1,106	6,460	15,011	1,494	14,280	3,664	
Dec 25	3,875	986	6,701	14,105	1,957	14,006	3,519	
Nov 25	3,248	1,348	4,886	12,731	1,562	12,991	3,142	
Oct 25	5,336	1,537	4,119	17,429	1,663	16,568	4,470	
Sep 25	4,271	1,372	3,252	16,207	1,774	14,825	4,568	
Aug 25	4,328	1,361	3,267	15,406	1,463	13,784	4,026	
Total	**50,294**	**15,807**	**50,125**	**202,719**	**20,155**	**192,590**	**49,067**	

EIT Resource Utilization Trending - Table | Portfolio Actual Hours & 3-Month Forecast | Project Actuals and Demand by Manager | Project Actuals and Demand by Role | Actuals and Demand by Manager