

Subcontractor Resource Planning Outline

Date: [Insert Date]

To: [Subcontractor's Name]

From: [Your Company Name]

Subject: Resource Planning for [Project Name]

1. Project Overview

[Brief description of the project and its objectives]

2. Scope of Work

[Outline the specific tasks and responsibilities of the subcontractor]

3. Resource Requirements

[List required resources including manpower, materials, and equipment]

4. Timeline

[Provide a timeline for project phases and key milestones]

5. Budget Allocation

[Outline the budget allocated for subcontractor services]

6. Reporting and Communication

[Detail the communication plan and reporting requirements]

7. Performance Metrics

[Specify the metrics for evaluating subcontractor performance]

8. Conclusion

[Final remarks and expectations for collaboration]

Best Regards,

[Your Name]

[Your Position]

[Your Company Name]