

Labor Budget & Workforce Planning Model Summary

Urban Outfitters Workforce Planning & Labor Optimization Model

This Excel-based workforce planning model was developed to support labor allocation decisions within payroll budget constraints while maintaining operational coverage and maximizing productivity. The model incorporates employee availability, staffing requirements, payroll budgets, shift coverage needs, and workforce performance considerations to create optimized scheduling scenarios.

1. Project Overview

The model was designed to improve labor planning by balancing payroll budgets with operational staffing requirements. It evaluates employee availability, minimum and maximum hours, shift coverage needs, and workforce strengths to determine efficient labor allocation across the week.

The objective was to create a repeatable framework that supports scheduling decisions while maintaining payroll discipline and ensuring adequate coverage during peak business periods.

2. Workforce Planning Framework

Management Structure

The model incorporates:

- Full-time management staffing requirements
- Part-time key holder scheduling
- Associate staffing allocation
- Minimum and maximum hour constraints
- Active versus inactive employee tracking

Labor Allocation Logic

Scheduling decisions are based on:

- Weekly payroll budget targets
- Employee availability
- Required staffing coverage
- Shift length assumptions
- Traffic and demand distribution

- Employee productivity considerations

The model allocates labor resources across weekdays and weekends according to projected business needs.

3. Operational Analysis & Reporting

The model includes:

Labor Budget Tracking

- Weekly payroll budget planning
- Payroll cost forecasting
- Department-level labor allocation
- Labor utilization monitoring

Workforce Analytics

- Employee availability tracking
- Shift distribution analysis
- Staffing coverage reporting
- Workforce capacity assessment

Dashboard Reporting

Visual reporting tools include:

- Associate shift allocation by day
- Weekly shift mix analysis
- Staffing distribution summaries
- Labor utilization metrics

These dashboards provide a quick view of staffing coverage and labor deployment across the business.

4. Scenario Planning

The model supports multiple scheduling scenarios by allowing adjustments to:

- Payroll budgets
- Staffing levels
- Employee availability

- Shift length assumptions
- Coverage requirements

This flexibility enables management to evaluate labor allocation strategies under varying operational conditions.

5. Key Skills Demonstrated

- Workforce Planning
 - Labor Budgeting
 - Resource Allocation
 - Financial Analysis
 - Operational Forecasting
 - Data Visualization
 - Scenario Analysis
 - Microsoft Excel Modeling
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Overall Assessment

This project demonstrates the practical application of financial and operational analysis to workforce management. By integrating payroll budgets, staffing requirements, and workforce constraints into a structured planning framework, the model supports data-driven decision making while balancing labor efficiency with operational needs.