

Capacity Analysis

	Hours		Fees Worked			Fees Billed			Collections		
Of Counsel	Planned	Monthly	Rate	Gross Billable	Monthly	% Realized	Billings	Monthly	% Collected	Collections	Monthly
Of Counsel 1											
Of Counsel 2											
Of Counsel 3											
Of Counsel 4											
Of Counsel 5											
Sub-total											
Paralegal											
Paralegal 1											
Paralegal 2											
Paralegal 3											
Paralegal 4											
Paralegal 5											
Sub-total											
Report Total											

Note: Only these four columns need to be manually entered:
 Planned, Rate, %Realized and %Collected