



# Corcava

TEMPLATES • CLIENT OPS TOOLKIT

## Billable Utilization Calculator

A simple calculator to understand utilization, capacity, and bench time - plus a clear way to turn the numbers into staffing decisions.

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### What's inside

- A Google Sheet calculator with inputs (capacity, planned billable, planned non-billable) and outputs (utilization %, bench, gap).
- A formula table so you can rebuild the calculator without the download.
- An example week with numbers and how to interpret them.
- Practical guidance: utilization vs. profitability vs. burnout - and what to do next.

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# Calculator sheet structure

Use this layout if you want to rebuild the calculator in any spreadsheet tool. Plan next week's hours, then compare to actuals at the end of the week.

## Quick guidance

Make non-billable time visible. If you don't plan it, it will still happen - and your utilization numbers will be misleading.

## Tab 1: Team (weekly plan)

Enter capacity and planned hours by person. The sheet rolls everything up into a one-page summary.

Team member	Capacity (hrs)	PTO (hrs)	Available	Billable plan	Non-billable plan
Alex (Design Lead)	40	0	40	24	12
Jamie (Senior Designer)	40	4	36	28	6
Sam (Designer)	40	4	36	26	6
	40	0	40		

Tip: Keep 'billable plan' tied to scheduled work. Put internal meetings, admin, marketing, hiring, and sales into 'non-billable plan' so the bench number stays honest.

# Summary outputs + formulas

These formulas assume a simple 'Summary' tab. You can copy them into Google Sheets exactly as written and adjust cell references to match your layout.

## Suggested Summary tab layout

Cell	Meaning
B2	Total capacity hours (sum of weekly capacity)
B3	PTO / holiday hours (sum)
B4	Available hours (capacity minus PTO)
B5	Planned billable hours (sum)
B6	Planned non-billable hours (sum)
B7	Billable utilization %
B8	Bench hours (unallocated)
B9	Target utilization %
B10	Gap to target (hours)

## Core formulas (Google Sheets)

Metric	Formula	Notes
Available hours (B4)	=B2-B3	Hours you can actually schedule.
Billable utilization % (B7)	=IF(B4=0,0,B5/B4)	Format as percent.
Bench hours (B8)	=MAX(0,B4-B5-B6)	Unallocated capacity.
Gap to target (B10)	=(B9*B4)-B5	Positive means you need more billable hours to hit target.
Non-billable % (optional)	=IF(B4=0,0,B6/B4)	Helpful for planning and trend checks.

### Example week

Inputs: capacity 160 hrs, PTO 8 hrs, planned billable 108, planned non-billable 28.

Outputs: utilization 71.1%, bench 16 hrs, gap to a 75% target is 6 hrs.

### How to read it

- Bench is what you can reassign immediately (backlog, internal projects, sales support).
- Gap to target tells you how many billable hours you need to add (or how much capacity to reduce) to hit the goal.
- If bench stays high for 2+ weeks, treat it as a pipeline problem - not scheduling.

# Utilization vs. profitability vs. burnout

Utilization is a capacity signal. Profitability is a pricing and delivery signal. Burnout is a sustainability signal. You need all three to make good staffing decisions.

Utilization	Profitability	Burnout
<ul style="list-style-type: none"><li>• Are we over/under allocated?</li><li>• Do we have bench or overload?</li></ul>	<ul style="list-style-type: none"><li>• Are rates and scope aligned?</li><li>• Are we writing off time?</li></ul>	<ul style="list-style-type: none"><li>• Is workload sustainable?</li><li>• Is context switching too high?</li></ul>

## Practical rules of thumb

- Under 60% billable for 2-3 weeks: plan more pipeline work, tighten positioning, or reduce capacity.
- Over 85% billable for 3+ weeks: expect quality and morale to drop - raise rates, reduce scope, or add help.
- Non-billable is normal. Plan it explicitly (sales, ops, hiring, leadership) so it doesn't steal from delivery invisibly.

## How to run this with Corcava

- Plan the week in the Sheet (billable + non-billable).
- Track actual time by client/project.
- Compare planned vs actual every Friday, then adjust next week.

Time tracking feature: [corcava.com/features/time-tracking](https://corcava.com/features/time-tracking)

## Related templates

- Design Rate Card Template
- Retainer Tracker Template
- Change Request Form Template
- Scope of Work Template
- Creative Brief Template