Workforce Plan Template

STEP 1 OVERVIEW

Describe the mission, strategic goals, objectives, and business functions. Discuss what changes, if any, may take place over the next five years that could affect the organization's mission, objectives, and strategies.

- Mission
- Strategic goals and objectives
- Core business functions
- Anticipated changes to the mission, strategies, and goals over the next five years

STEP 2 A. FUTURE WORKFORCE PROFILE (DEMAND ANALYSIS)

Determine trends, future influences, and challenges for business functions, new and at-risk business, and workforce composition.

- Expected workforce changes driven by factors such as changing missions, goals, strategies, technology, work, workloads, and work processes
- Future workforce skills needed
- Anticipated increase or decrease in the number of employees needed to do the work
- Critical functions that must be performed to achieve the strategic plan

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B. CURRENT WORKFORCE PROFILE (SUPPLY ANALYSIS)

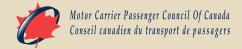
Assessing whether current employees have the knowledge, skills, and abilities needed to address critical business issues in the future.

- Demographics information, including age, gender, ethnicity, and length of service
- Percent of workforce eligible to retire
- Turnover
- Projected employee turnover rate over the next five years
- Workforce skills critical to the mission and goals

C. GAP ANALYSIS

Identify gaps and surpluses in staffing and skill levels needed to meet future requirements.

- Anticipated surplus or shortage in staffing levels
- Anticipated surplus or shortage of skills



STEP 3		
BUILDING	WORKFORCE	PLANS

- Changes in organizational structure
- Succession planning
- Retention programs
- Recruitment plans
- Career development programs
- Leadership development
- Organizational training and employee development

