**STRATEGIC WORKFORCE PLANNING**

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**TEMPLATE**

STRATEGIC WORKFORCE PLANNING

COMPANY NAME

Street Address

City, State and Zip

webaddress.com

Version 0.0.0

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| VERSION HISTORY | | | | |
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| VERSION | APPROVED BY | REVISION DATE | DESCRIPTION OF CHANGE | AUTHOR |
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# EXECUTIVE SUMMARY

Executive Summary for overall Strategic Workforce Plan

|  |
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|  |

# STAKEHOLDERS

List of Internal and External Stakeholders

|  |  |  |
| --- | --- | --- |
| **STAKEHOLDER NAME** | **ROLE** | **CONTACT INFORMATION** |
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# STRATEGIC DRIVERS

|  |  |
| --- | --- |
| Short and long-term organizational goals |  |
| Expected program changes over the next 1-3 years and what drives these changes |  |
| Specific workforce challenges the organization is expected to face in the short and long-term |  |
| Challenges in emerging market and economic and political environment |  |
| Stakeholder engagement strategies |  |
| Upcoming legislative, policy, or regulatory changes that may affect organization |  |

# SUPPLY ANALYSIS

|  |  |
| --- | --- |
| Current workforce demographic |  |
| Assessment of workforce alignment / support to current business strategy and needs |  |
| Number of employees at each organizational level |  |
| Attrition rates and the effect on organization’s ability to deliver services |  |
| Current distribution of employee years of service |  |
| Overall workforce retirement eligibility in (X) years |  |
| Workforce retirement eligibility in (X) years for leadership & mission-critical / hard- to-fill positions |  |
| Plans (if any) to fill behind employees who have left (recruitment sources, internal/external hires, grades, etc.) |  |
| Costs of replacing talent internally vs. externally |  |

# DEMAND ANALYSIS

|  |  |
| --- | --- |
| Plan or strategy to measure workload in the organization (include units of measurement) |  |
| Amount of work anticipated per year, based on the strategic plan (or other projection of work) |  |
| Number of people needed to accomplish current workloads |  |
| Any anticipated workload changes due to efficiency gains, program changes, or other circumstances |  |

# GAP ANALYSIS

|  |  |
| --- | --- |
| Describe the gaps between your workforce supply and workload demand. |  |
| Identify what gaps are most critical considering the strategic goals. |  |
| Prioritize the gaps in terms of what to address first, second, third, etc. |  |
| Identify which gaps are most difficult and easiest to close. |  |
| Identify which gaps have more of an effect on organizational performance. |  |

# SOLUTION FORMULATION AND IMPLEMENTATION

|  |  |
| --- | --- |
| Identify any existing workforce intervention strategies. |  |
| Identify any applicable strategies other organizations used when faced with similar problems. |  |
| State the most critical gaps to address. |  |
| Assess if the solution requires a multi-pronged approach (if so, describe possible approaches). |  |
| Identify any factors that might impede the success of the strategy (unions, federal law, organizational policies, etc.). |  |
| Describe short-term and long-term implementation activities. |  |

# MONITORING AND EVALUATION

|  |  |
| --- | --- |
| Describe how workforce solutions will be monitored and how progress will be measured (include any metrics or key performance indicators). |  |
| Identify any factors critical to the success of workforce planning and implementation efforts. |  |
| Describe how revisions to the approach will be implemented. Identify any changes in the internal or external business environment that would cause the plan to need revision. |  |
| Describe the organization’s established processes to collect relevant workforce data and trends for this plan. |  |

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| --- |
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