

WORKFORCE PLANNING MODEL

WORKFORCE PLANNING CHECKLIST

- Understand the need for and importance of conducting workforce and succession planning
- Understand the mission and strategic goals and objectives for your organization
- Understand the impact of potential legislation on your organization and its potential effects on workload, staffing, and budget matters
- Consider the impact of technology on your organization
- Obtain executive management support to move forward with your workforce and succession planning initiatives
- Obtain organization workforce data. The following are examples of information that may assist you in workforce planning:

Retirement projections

- Turnover statistics and trends
 - Number of filled and vacant positions
 - Age and length of service statistics
 - Authorized salary and wage complement
 - Workforce demographic information
 - Available workforce trend information
 - Entrance, transfer, and exit information
- Identify yearly workforce and succession management priorities for your organization
 - Develop a workforce and succession management plan for your organization including an assessment of current and future needs, an action plan for addressing gaps between current and future workforce challenges, and a listing of assistance required from others
 - Schedule time specifically dedicated to workforce and succession planning

