

# Strategic Workforce Plan Template

## Executive Summary

Use this area to create a business rationale for your strategic workforce plan. Provide a high level overview of information found in the rest of the document.

## Stakeholders

Create a list of external and internal stakeholders involved in this plan.

## Drivers and Metrics

Short-term goals

Long-term goals

Expected program changes over the next three years and what drives them

Expected short-term workplace challenges

Expected long-term workplace challenges

External challenges (e.g. political, economic and market environment)

Upcoming policies or legislation that may affect the organization

## Supply Analysis

Current workforce

How current workforce supports business strategy

Number of employees

Attrition rates (i.e. how does it affect the ability to complete deliverables?)

Current distribution of employee years of service

Workforce eligibility for retirement (number of years) for leadership or critical positions

Workforce retirement eligibility overall

Plans to fill in current gaps

Costs of replacing employees externally versus internally

## Demand Analysis

Plan to measure workload

Amount of work anticipated per year

How many employees are required to complete current workload(s)

Anticipated changes in workload

## Gap Analysis

Gaps between workforce supply and workload demand

What gaps are most critical?

What gaps are considered priorities?

Which gaps are most difficult and easiest?

## Solution Implementation

Existing intervention strategies

Applicable strategies other organizations used when faced with similar issues

Critical gaps to address

Does the solution need a multi-pronged approach?

Factors that might hinder the strategy's success

Short- and long-term implementation activities

## Monitor and Evaluate

How will solutions be measured and monitored?

What are the factors critical to the success of your planning and implementation efforts?

What changes (internal or external) may cause the plan to change?

How will you revise or change your approach?

How will you collect relevant workplace data?