

## Workforce Planning Template

### Define the plan

#### Executive Summary

#### Involving your stakeholders

List of Internal and External Stakeholders / Influence-Interest Matrix (see useful resources section)

What short/long term plans or strategies in place currently?

What are the current workforce challenges that you are experiencing that could impact on the plans outlined above?

What the current challenges outside of our organisation that could impact on us?

### **PESTLE Analysis**

Refer to the useful resources section of the Strategic Workforce Planning Guide for a PESTLE Analysis template.

## **Define the required workforce**

### **Demand Analysis**

Supportive Workforce Dataset Visualisations (see Demand Analysis in the guide for guidance).

Supporting Narrative for the Workforce Data Visualisations

### **Task Analysis**

Refer to the useful resources section of the Strategic Workforce Planning Guide for a Task Analysis template.

## Understand workforce availability

### Supply Analysis

Supportive Workforce Dataset Visualisations (see Supply Analysis in the guide for guidance).

Supporting Narrative for the Workforce Data Visualisations

### Critical Role Analysis

Refer to the useful resources section of the Strategic Workforce Planning Guide for a Critical Role Analysis template.

**Gap Analysis**

What gaps impact on the strategic objectives of the organisation, directorate or team?

Are there gaps that could be easily addressed?

Which gaps would you prioritise first?