

"Your Business - Your People"
Workforce Plan

BUILDING BUSINESS CAPABILITY IN WORKFORCE DEVELOPMENT

WORKFORCE PLAN



Government of South Australia

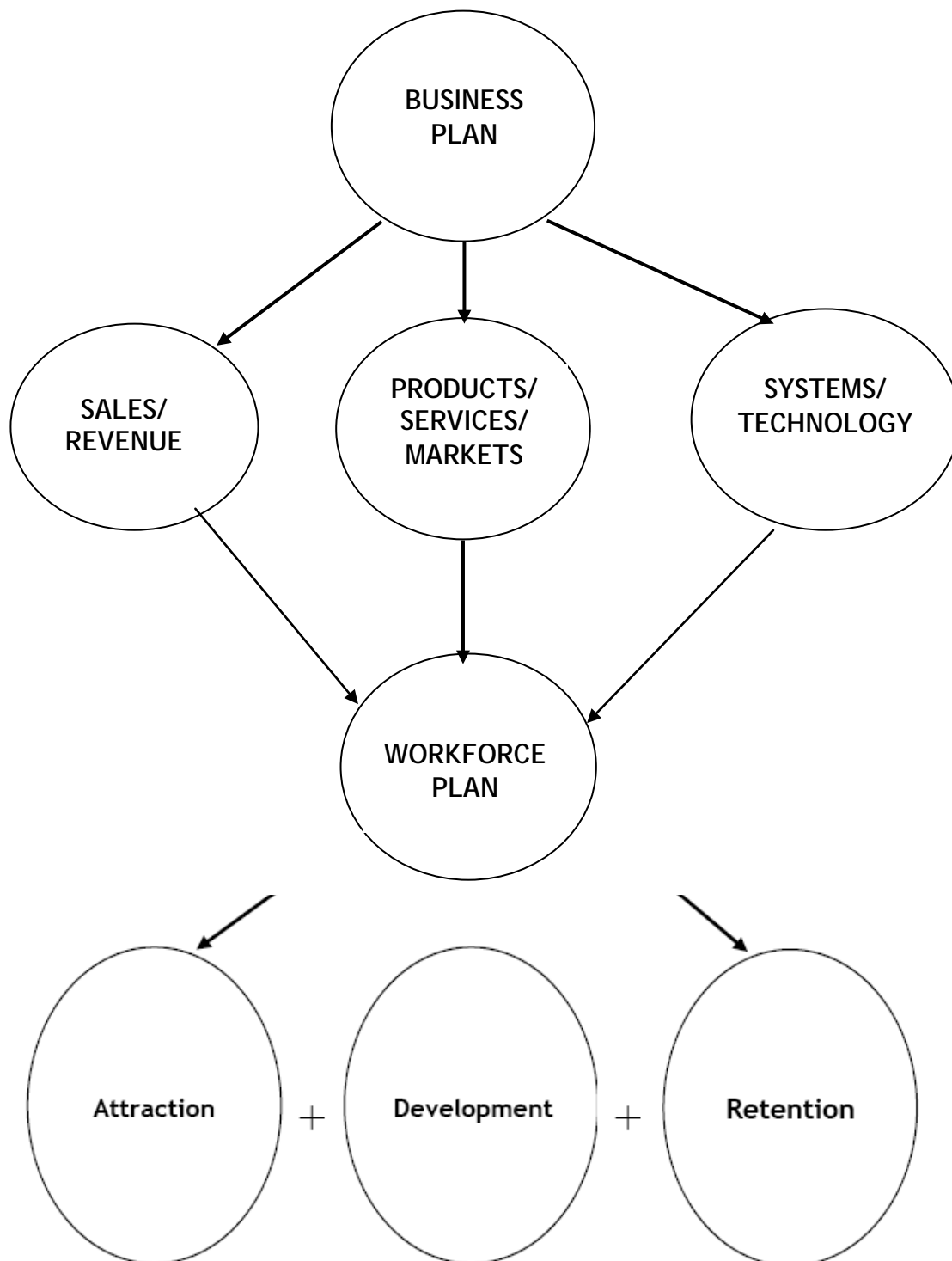
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The workforce we need to deliver on our goals (demand)

Vs

The workforce we currently have (supply)

How do we close the gap? (gap analysis)



Business goals and environment for the coming twelve months

Company name:

Date: Sept 2011

1. What is /are the main goals/ targets/ changes/ issues in the business in the next twelve months? *(Use the suggested headings or your own)*

Sales/ Revenue	Production	Products/ Services/ Markets	Financial Management	Administration & Internal Processes/ Systems	

Responses:.....
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2. What are the staffing implications of these?

For example: What are the key work functions affected or needed? What are the key job roles needed to achieve the goals? How many people will I need in these key job roles? What key skill areas and culture will we need to have?

Sales/ Revenue	Production	Products/ Services/ Markets	Financial Management	Administration & Internal Processes/ Systems	

Responses:.....
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3. Are there any specific risks associated with the business changes or the related staffing/ workforce implications? Consider ways to manage or offset these risks?

Sales/ Revenue	Production	Products/ Services/ Markets	Financial Management	Administration & Internal Processes/ Systems	

Responses:.....
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WORKFORCE GAPS..... (coming 12 months)

5. What are the gaps between needs for the future and what you have now? Are there new job roles needed in the business? Do you need more or less people in the key jobs? Will you need to recruit or develop certain new skills? Do you need to develop the culture in different ways?

Sales/ Revenue	Production	Products/ Services/ Markets	Financial Management	Administration & Internal Processes/ Systems	

Responses:.....
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