

Things to Consider in Workforce Planning

The following is a short set of issues and questions that organizations should keep in mind when carrying out workforce planning. The list is by no means complete. It is meant to be suggestive, rather than exhaustive.

Supply Analysis Considerations

- Are the mission, vision, and GPRA objectives clear, known, and in alignment?
- What are the strategic objectives of the organization or program?
- What functional requirements are linked to meeting those objectives?
- What are the present work products?
- What are the competencies in the current workforce?

Demand Analysis Considerations

- Will the program or organization's way of doing business change?
- What is the nature of the work to be done in terms of volume, location, and duration?
- Will strategic objectives change?
- What competencies will be needed in the future workforce?
- Will the size of the workforce increase? Decrease?

Gap Analysis Considerations

- How is the workforce going to change?
- Which skills will current workers be able to contribute during the period being planned for?
- What competencies will be needed that are not present in the workforce now?

Solution Analysis Considerations

- How can training help the transition?
- What will be the sources of new staff?
- What attrition and retirement can be expected?
- Will attrition make it easier or harder to achieve transition objectives?
- What kinds of positions will need to be filled?
- Are new hires going to replace old employees or go into new types of jobs?