

SAMPLE WORKFORCE ACTION PLAN
Workforce Development & Succession Planning
 (Title of Program Area)

Staff:

1. What is the problem?	
2. What sections will be affected if this problem is not addressed? Describe the impact. How will the division goals, results measure and performance measures be affected?	
3. What is the objective of the strategy?	
4. How will the success be measured?	

What are the primary action steps?	<ul style="list-style-type: none"> ➤ Workforce & Succession Planning ➤ Action ➤ Persons responsible ➤ Project Completion Date
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Step 1	
<i>Action Plan</i>	
<i>Persons Responsible</i>	
<i>Projected Completion Date</i>	

<i>Progress/Update</i>	
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Step 2	
<i>Identify Leadership Characteristics</i>	
<i>Persons Responsible</i>	
<i>Projected Completion Date</i>	
<i>Progress Update</i>	

Step 3	
<i>Identify KSAs needed for Mission Critical Positions</i>	
<i>Persons Responsible</i>	
<i>Projected Completion Date</i>	
<i>Progress Update</i>	

Step 4	
<i>Determine if additional training and workforce development is required for Key Leadership positions</i>	

<i>Persons Responsible</i>	
<i>Projected Completion Date</i>	
<i>Progress Update</i>	

Step 5	
<i>Determine if additional training and workforce development or certifications are needed for mission critical positions</i>	
<i>Persons Responsible</i>	
<i>Projected Completion Date</i>	
<i>Progress Update</i>	

Step 6	
<i>Fully trained candidate pool of applicants</i>	
<i>Persons Responsible</i>	
<i>Projected Completion Date</i>	
<i>Progress Update</i>	

Step 7	
<i>Review status of training for management/leadership and mission critical positions</i>	
<i>Persons Responsible</i>	
<i>Projected Completion Date</i>	
<i>Progress Update</i>	

Step 8	
<i>Evaluate Workforce and Succession Planning Progress</i>	
<i>Persons Responsible</i>	
<i>Projected Completion Date</i>	
<i>Progress Update</i>	