

## Action Plan Template

This appendix relates to the **Workforce Planning Initiatives** section of the template.

Outline the initiative to be carried out, identify who is responsible for coordination and implementation, the date in which implementation should be completed, and describe how each initiative will be assessed. Organize the initiatives by those that will take one to two years to implement, or three to five years to implement. The action plan is included as an appendix because it lends itself to continuous updates/change. In this way you will not have to update the entire plan. (Add rows to the table as needed.)

<u>Initiative</u> <i>What is the name of the initiative?</i>	<u>Gap</u> <i>Which workforce planning gap does the initiative address?</i>	<u>Responsible Person(s)</u> <i>Who is responsible for overseeing successful implementation of the initiative?</i>	<u>Performance Indicators</u> <i>How will we know we achieved our goal and what will success look like?</i>	<u>Due Date</u> <i>When will it be completed?</i>	<u>Strategic Alignment</u> <i>Which Strategic goal(s) does the initiative support?</i>
<b>One to Two Year Initiatives</b>					
<b>Three to Five Year Initiatives</b>					

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Chief Executive Officer signature

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Date

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print name

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Human Resources Director signature

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Date

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