Workforce and Succession Management Plan Checklist

What is the Workforce and Succession Management Plan Checklist?

The Workforce and Succession Management Plan (WFP&SMP) Checklist is a tool for identifying key tasks essential to a compliant plan. It helps organizations and CalHR evaluate the Workforce and Succession Management plan efforts by identifying:

- **Success Factors**: Determine what helps or hinders the completion of a WFP&SMP.
- **Skill Gaps:** Identify knowledge and skill gaps for competency and leadership development.
- **Compliance:** Ensure alignment with regulatory requirements.

When should use the Checklist?

The organization can use the Checklist when they are creating and evaluating their WFP&SMP. CalHR ensures compliance through an annual survey and collects WFP&SMPs each July to confirm adherence to these standards.

Who should use the Checklist?

The workforce and succession management steering committee, or individual(s) involved in workforce and succession management for an organization, should utilize the Checklist.

Why use the Checklist?

The Checklist supports a structured approach to workforce and succession management, ensuring that plans align with organizational goals, mitigate risks associated with workforce changes, ensuring leadership continuity and compliance.

How to use the Checklist?

1. **Review WFP Policy Requirements**: Review the items in the first column to check if the WFP&SMP includes each policy requirements/deliverable listed.
2. **Mark Off Policy**: Tick off items the plan meets in the second column.
3. **Repeat as Needed**: Continue evaluating until all policy requirements/deliverables are met for a complete WFP&SMP.

Note: The WFP&SMP Checklist assesses plan completeness, not strategy effectiveness. Each strategy should include key performance indicators to evaluate the effectiveness of the plan.

For Assistance:

Contact CalHR Statewide Workforce Planning at wfp@calhr.ca.gov with any questions or feedback on the Checklist.

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![CAL HR - California Department of Human Resources]

Organization: Plan Date:

Reviewer: Date Reviewed:

Policy requirements	Included	Notes
1. Strategic Alignment Description of how WFP&SMP aligns with strategic goals and any workforce-related risk controls indicated in SLAA report.	☐	
2. Competency Model Identification of competency model.	☐	
3. Key Position Identification Identification of key positions. Key positions are defined as leadership, highly technical and other mission-critical positions.	☐	
4. Position Prioritization Methodology to identify and prioritize key positions and the pipeline(s) to potentially succeed them.	☐	
5. Key Position Competencies Current and future competencies needed for key positions.	☐	
6. Pipeline Readiness Assessment Methodology for assessing the pipeline's current competencies and overall readiness for succession to key positions.	☐	
7. Gap Analysis **a. For all staff during your workforce planning efforts-** Identification of current and future gaps between the staff and competencies that exist (supply), and the staff and competencies needed (demand) and how each gap was determined and strategies to address the gaps identified.	☐	
b. For key positions pipeline during your succession management efforts-Identification of current and future gaps between the pipeline's existing competencies (supply) and the competencies needed (demand) to perform duties of key positions, and targeted strategies for addressing the pipeline's competency gaps.	☐	
8. Underutilization Plan **a. For all staff-**Underutilization Plan for any areas of underutilization as identified in Annual Workforce Analysis (WFA).	☐	
b. For any key position in the SMP-Underutilization plan for any key positions that are in areas of underutilization as defined in WFA.	☐	

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9. Development Strategies Development strategies to position the organization's pipeline for career advancement readiness (i.e., Recruitment, Professional Development, Knowledge Transfer, Mentoring.)	☐	
10. Action Plan Implementation of an action plan with solutions for addressing current and future workforce gaps that includes the following: • Strategy description • Alignment with strategic, WFA, and any Underutilization Plan goals • Timeline for implementation • Key Performance indicators (KPIs) • Success Criteria	☐	
11. Evaluation Process Process and timeline to evaluate the WFP&SMP's effectiveness for accomplishing planned outcomes using key performance indicators.	☐	
12. Current Plan Current plan covering no more than a five-year span, unless otherwise strategically aligned with enterprise goals.	☐	
13. Approval Signature of Department Director.	☐	

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