

Federal Workforce Planning Model

SET STRATEGIC DIRECTION

MONITOR, EVALUATE &
REVISE

SUPPLY, DEMAND &
DISCREPANCIES

IMPLEMENT ACTION PLAN

DEVELOP ACTION PLAN



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SET STRATEGIC DIRECTION

- Organize and Mobilize Strategic Partners
- Set Vision/Mission/Values/Objectives
- Review Organizational Structure
- Conduct Business Process Reengineering
- Set Measures for Organizational Performance
- Position HR to be an Active Partner

SUPPLY, DEMAND & DISCREPANCIES

- Analyze Workforce
 - Demographics
 - Trends
 - Projections
 - Diversity
 - Educational Pipelines
- Conduct Competency Assessment and Analysis
- Compare Workforce Needs Against Available Competencies

MONITOR, EVALUATE & REVISE

- Assess Success & Failures
- Adjust Plan as Needed
- Address New Workforce and Organizational Issues

IMPLEMENT ACTION PLAN

- Communicate the Workforce Plan
- Gain Organizational Buy-In
- Conduct Organizational Assessments
- Conduct Recruiting, Hiring, and Placement
- Conduct Succession Planning
- Restructure Where Needed
- Implement Retention Strategies

DEVELOP ACTION PLAN

- Design a Workforce Plan to Address Competency Gaps
- Set Specific Goals
- Develop HR Infrastructure to Support the Workforce Plan



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Set Strategic Direction

- **What must the organization accomplish?**
 - **What workforce will be needed?**
 - **What are the “mission-critical” occupations?**
 - **What skills and competencies will the workforce need?**
- **How well does the organization’s structure support the mission?**
- **How efficient are the business processes?**

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Supply, Demand, and Discrepancies

- **Workforce analysis**
 - **By occupation, function, etc.**
 - ◆ **Age distribution, tenure, diversity**
 - ◆ **Skills**
 - **Supervisory ratio**
- **Labor market supply**
 - **New Hires**
 - **Contract**

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Develop Action Plan

- **Some possible actions to consider**
 - **Recruiting**
 - **Development**
 - **Retention**
 - **Restructuring**
 - **Outsourcing**
- **Infrastructure impact**

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Implement Action Plan

- **Implement**
- **Communicate**
- **Assess workforce attitudes**

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Monitor, Evaluate, Revise

- **How effective is the workforce plan?**
- **What is succeeding?**
- **What has failed?**
- **What issues need to be addressed?**

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SUPPLY, DEMAND & DISCREPANCIES

- Analyze Permanent Workforce
 - Demographics (Age, Grade, Tenure)
 - Retirement Trends
 - Attrition
- Describe Non-permanent Workforce
- Conduct Skills Assessment and Analysis
- Identify Supervisors & Managers
 - Occupation
 - Grade
 - Geographic Location
 - Supervisor-to-staff Ratio

MONITOR, EVALUATE & REVISE

- Assess Effectiveness
- Adjust Plan as Needed
- Address New Workforce and Organizational Issues



IMPLEMENT ACTION PLAN

- Communicate the Plan
- Conduct Recruitment and Training
- Implement Retention Strategies
- Restructure Where Needed
- Conduct Organizational Assessments

DEVELOP ACTION PLAN

- Design a Workforce Restructuring Plan
- Develop Ways to Address Skills Gaps
- Set Specific Goals