HCOP Sample Template (it's notional/sample data)

Agency: [Agency Name] _____ **Strategic Objective:** _____

[Fill out separate templates for each strategic objective]

Lead(s): [Name, Email, Phone] _____

CHCO: [Name, Email, Phone] _____ **Date Approved:** [mm/dd/yy]

Submitted By: [Name, Email, Phone] _____ **Date Submitted:** [mm/dd/yy]

Plan

Strategic Objective:	[What is the strategic objective being addressed]			
Human Capital Goal:	[Identify the human capital goal for this strategic objective]			
Actions to Be Taken	**Milestones**	**Responsible Parties**	**Start (MM/YY)**	**End (MM/YY)**
1.1 [What will be done to meet this HC Goal]	1.1.1 [What are key progress developments or major steps needed to execute action 1.1?]	[Who will ensure the milestone is completed?]		
	1.1.2			
	1.1.3			
	1.1.4			
1.2	1.2.1			
	1.2.2			
	1.2.3			
	1.2.4			

Strategic Objective:	[What is the strategic objective being addressed]			
Human Capital Goal:	[Identify the human capital goal for this strategic objective]			
Actions to Be Taken	**Milestones**	**Responsible Parties**	**Start (MM/YY)**	**End (MM/YY)**
2.1 [What will be done to address HC Goal 2]	2.1.1 [What are key progress developments or major steps needed to execute action 2.1?]	[Who will ensure the milestone is completed?]		
	2.1.2			
	2.1.3			
	2.1.4			
2.2	2.2.1			
	2.2.2			

Goals

Metric	Description	Type	HRStat	Baseline		Targets			
				FY	#	FY17	FY18	FY19	FY20
Human Capital Goal 1									
[Metric Title]	[How does the metric assess the HC goal? What is your data source? How is the metric calculated?]	[Annual, Quarterly]	[Y/N]	[FY]	[#]	[#]	[#]	[#]	[#]
	What is the unit of measurement (employee, organization)?								
	What are alternative metrics to consider?								
Human Capital Goal 2									
[Metric Title]	[How does the metric assess the HC goal? What is your data source? How is the metric calculated?]	[Annual, Quarterly]	[Y/N]	[FY]	[#]	[#]	[#]	[#]	[#]