

Appendix 4: Agency Action Plan Template



Closing Skill Gaps Action Plan for Agencies



Agency: [Agency Name] _____

Mission-Critical Occupation: [Fill out separate templates for each MCO] _____

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

CHCO: [Name, Email, Phone] _____

Date Approved: [mm/dd/yy] _____

Submitted By: [Name, Email, Phone] _____

Date Submitted: [mm/dd/yy] _____

GOALS

Metric	Description	Type	HRStat	BASELINE		TARGETS				
				FY	#	FY16	FY17	FY18	FY19	FY20
Skill Gap Risk Reduction and Closure										
[Metric Title]	[How does the metric assess the risk or existence of a skill gap? What is your data source? How is the metric calculated?]	[Annual, Quarterly]	[Y/N]	[FY]	[#]	[#]	[#]	[#]	[#]	[#]
Monitoring Progress										
[Metric Title]	[What item within your action plan does the metric tie to? What is your data source? How is the metric calculated?]	[Annual, Quarterly]	[Y/N]	[FY]	[#]	[#]	[#]	[#]	[#]	[#]

PLAN

Root Cause 1:	[What is the root cause that is being addressed?]				
Causal Linkages	[How does the root cause connect to the factor(s) that was used to determine the occupation was at risk?]				
Actions to Be Taken	Milestones		Responsible Parties	Start (MM/YY)	End (MM/YY)
1.1 [What will be done to address root cause 1?]	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				



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Root Cause 1:	[What is the root cause that is being addressed?]			
Causal Linkages	[How does the root cause connect to the factor(s) that was used to determine the occupation was at risk?]			
Actions to Be Taken	Milestones	Responsible Parties	Start (MM/YY)	End (MM/YY)
1.2	1.2.1			
	1.2.2			
	1.2.3			
	1.2.4			

Root Cause 2:	[What is the root cause that is being addressed?]			
Causal Linkages	[How does the root cause connect to the factor(s) that was used to determine the occupation was at risk?]			
Actions to Be Taken	Milestones	Responsible Parties	Start (MM/YY)	End (MM/YY)
2.1 [What will be done to address root cause 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			
	2.2.3			
	2.2.4			