



Planning your workforce planning for regions project

Planning is an important first step in any successful workforce planning for regions project, serving as the foundation upon which all subsequent activities are built. By clearly planning the project, you establish an understanding of the project's objectives, deliverables and boundaries. This not only aligns expectations but also ensures that everyone involved is working towards the same goals. A well-defined project plan provides a roadmap for the project, guiding decisions, resource allocation and risk management throughout its lifecycle.

In workforce planning, particularly for regions, planning is essential to address the unique challenges and opportunities that may arise. It allows for a thorough assessment of regions' needs, the identification of key stakeholders and the development of strategies tailored to the local context. Without a clearly defined plan, projects risk becoming unfocused, leading to inefficiencies, scope creep and unmet objectives. Planning ensures that the project remains on track, within budget, and achieves its intended outcomes, making it a vital process for any region focused workforce planning initiative.

Example project plan/overview

Project overview

Project title: [Insert project title]

Project lead: [Name of the person or organisation leading the project]

Date: [Insert start date]

Purpose: Outline the primary objective of the project. For example: To develop a comprehensive workforce plan that addresses the current and future needs of the [region name] region, ensuring alignment with local economic goals and industry demands.

Background and context

- **Region overview:** Provide a brief description of the region, including key industries, economic drivers, demographic trends and geographical boundaries (e.g. Toowoomba SA4, Townsville LGA).
- **Workforce challenges:** Identify the existing workforce challenges, such as skills shortages, aging population, or high unemployment rates.
- **Strategic importance:** Explain why this workforce planning project is critical for the region's economic and social development.



Project scope

Objectives:

- identify key workforce needs and gaps in the region
- develop strategies to attract, retain and upskill the local workforce
- align workforce development initiatives with the region's economic priorities.

Key deliverables:

- comprehensive workforce data analysis
- a detailed workforce plan with actionable recommendations
- stakeholder engagement reports
- a final report summarising findings and proposed strategies.

Exclusions: clearly outline what is not within the scope of the project (e.g. implementation of strategies, long-term monitoring).

Stakeholder engagement

Key stakeholders:

- local businesses and industry representatives
- educational institutions and training providers
- government agencies (local, state, federal)
- community organisations and indigenous groups.

Engagement strategy:

- conduct stakeholder meetings, focus groups and surveys
- regular updates and consultations throughout the project lifecycle
- collaborative workshops to validate findings and co-develop strategies.

Methodology

Data collection:

- gather quantitative data (e.g. labour market statistics, demographic trends)
- conduct qualitative research (e.g. interviews, case studies).



Analysis:

- identify workforce trends, skills gaps, future demands and opportunities (e.g. large unemployed migrant population who could be supported to bolster labour supply)
- analyse the impact of the region's economic development plans on workforce needs.

Strategy development:

- develop tailored strategies for workforce development, considering factors like education and training, migration and employment pathways
- ensure strategies are adaptable to changing economic conditions.

Timeline

Project phases:

1. **Stage 1, Get started:** [Timeframe]
Project planning and stakeholder identification.
2. **Stage 2, Gather information:** [Timeframe]
Gathering and analysing relevant data.
3. **Stage 3, Identify issues and find solutions:** [Timeframe]
Developing and refining workforce strategies.
4. **Stage 4, Develop, implement and monitor:** [Timeframe]
Finalise the workforce plan and presenting findings.

Milestones:

- Completion of stakeholder engagement: [Date]
- Draft workforce plan: [Date]
- Final report submission: [Date]

Resources and budget

Resource allocation:

- Personnel: list key team members and their roles.
- Tools: identify any software or tools required for data analysis or communication.

Budget estimate:

- provide an estimated budget covering costs such as research, stakeholder engagement and report production.



Risk management

Potential risks:

- delays in data collection or stakeholder engagement
- insufficient funding or resources
- changes in the region's economic conditions affecting workforce needs
- any other identified risk.

Mitigation strategies:

- develop contingency plans for each identified risk
- regularly review and adjust the project plan as needed.

Success criteria

Key indicators of success:

- high level of stakeholder engagement and satisfaction
- completion of the workforce plan on time and within budget
- adoption and implementation of the workforce plan by the region's stakeholders.

Evaluation and reporting

Evaluation process:

- conduct a post-project review to assess the success of the project against the initial objectives.

Final reporting:

- prepare a final report that includes an executive summary, key findings and strategic recommendations.

Dissemination:

- share the report with all stakeholders and relevant bodies
- this may be supported through development of a communication strategy.