

Workforce planning inventory: Am I ready?

| Before starting, check: | Yes | No |
|---|--------------------------|--------------------------|
| Do you have a current strategic business plan (i.e. for the next 3+ years)? | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you have a current operational plan (i.e. for the next 12 months)? | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you have an existing workforce plan? If so, use that as a starting point. | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you have support from your key people? | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you have the right skills in the business to lead workforce planning? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are you ready to have discussions across your business on your current and future workforce challenges and opportunities? | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you have processes in place (or are able to quickly implement them) to collect workforce information/employee data? | | |
| <input type="checkbox"/> Business department/unit/location | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Position title/level | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Job family (i.e. a group of job functions that involve work in the same general occupation) | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Job family employment status – full-time, part-time, casual | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Employee length of service with your business | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Employee time in their current role | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Diversity information (e.g. age, gender, cultural background, declared disability) | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Employee qualifications (e.g. Cert III Retail, Bachelor of Commerce) | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Employee tickets/licences | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Full-time equivalent (FTE) or employee headcount | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Turnover information – resignations and retirements | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Workforce costs – wages/salary, overhead/variable costs (e.g. training) | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Any other workforce data that are important to your business | <input type="checkbox"/> | <input type="checkbox"/> |

Don't worry if all of these things are not yet in place, it is important that you identify what you already have and what information you might need to collect in the future. Workforce planning does not need to be a daunting process and can still be successful for your business, regardless of its size. Starting to think about your workforce needs now and into the future is already a step in the right direction.