

## Workforce Planning: Where to Start

- ✓ Understand the need for workforce planning (compliance with OMB bulletin No. 01-07 concerning workforce planning and restructuring; management of “human capital” in accordance with GAO guidance; benefits in assuring that the organization has the human resources it needs to accomplish its mission).
- ✓ Develop the support of top leadership for workforce planning efforts, and encourage them to formally communicate their vision for workforce planning to the organization.
- ✓ Assess what you have already accomplished in the area of workforce planning. Maybe you have established recruitment plans and strategies, or implemented a leadership development program. Check with others in your agency to make sure you’ve included all organizational programs in your inventory and are not duplicating efforts.
- ✓ Find out what other federal agencies are doing. An excellent source of recently updated information is OPM’s “Who’s Doing What” page (see <http://www.opm.gov/workforceplanning/>). This list is designed to help the federal government share information and best practices so agencies don’t have to “reinvent the wheel”.
- ✓ Establish a cross-functional team of your best and brightest. Empower them to lead the process of designing and implementing the process. Make sure your team has representation not only across occupational areas, but also across geographical location and grade as well.
- ✓ Select an appropriate workforce-planning model to provide a framework for analyzing data and making recommendations. Your agency may already have settled upon a model. The Office of Personnel Management also provides a comprehensive 5–step Federal Workforce Planning Model you may want to use (see <http://www.opm.gov/workforceplanning/>).
- ✓ Develop the workforce plan. This may include information such as action items, work assignments, demographics of your current workforce, attrition rates, projections of future requirements, competency or skills gap analysis, and strategies to address human capital needs.