



Workforce Planning Teams – Roles and Responsibilities

Team Name	Team Members	Roles and Responsibilities
Executive Steering Team	<ul style="list-style-type: none"> ▪ Head of Agency ▪ Director Level and above ▪ Executive Sponsor ▪ Workforce Planning Manager 	<ul style="list-style-type: none"> ▪ Provide Guidance and direction for the WFP effort ▪ Ensure linkage between strategic plan and WFP ▪ Ensure resources are available for planning and committee work
Workforce Planning Project Team	<ul style="list-style-type: none"> ▪ Line Managers ▪ HR, IT, Budget analysts/staff ▪ WFP Project Manager 	<ul style="list-style-type: none"> ▪ Develop sub-teams ▪ Receive sub-team reports and incorporate into WFP ▪ Provide updates on the status of Workforce Planning to the Executive Sponsor
Communications Sub-Team	<ul style="list-style-type: none"> ▪ WFP Project Manager ▪ Executive Sponsor 	<ul style="list-style-type: none"> ▪ Develop communication plan for agency
Internal/External Scan Sub-Team	<ul style="list-style-type: none"> ▪ HR ▪ IT ▪ Budget analysts 	<ul style="list-style-type: none"> ▪ Conduct an external scan of workforce issues ▪ Conduct an internal scan of workforce demographics, current skills, competencies and labor relations issues and organizational climate ▪ Turnover statistics ▪ Budget implications of workforce issues
SWOT Sub-Team	<ul style="list-style-type: none"> ▪ HR ▪ WFP Project Manager ▪ Employees ▪ Union reps ▪ Frontline Managers/Supervisors 	<ul style="list-style-type: none"> ▪ Determine agencies Strengths, Weaknesses, Opportunities and Threats through focus groups, online surveys
Supply and Demand Sub-Team	<ul style="list-style-type: none"> ▪ HR ▪ Frontline Managers 	<ul style="list-style-type: none"> ▪ Determine current workforce supply ▪ Determine workforce demand for the future ▪ Determine staffing resources available ▪ Determine gap between supply and demand
Competency Sub-Team	<ul style="list-style-type: none"> ▪ HR ▪ Frontline Managers ▪ Top Leaders ▪ Frontline employees 	<ul style="list-style-type: none"> ▪ Determine competencies for future needs for critical positions in the agency

Team Name	Team Members	Roles and Responsibilities
Culture Climate Sub-Team	<ul style="list-style-type: none"> ▪ HR ▪ Line Managers ▪ Executive Sponsor 	<ul style="list-style-type: none"> ▪ Develop an employee attitude survey for the agency ▪ Conduct focus groups to determine questions for the survey and issues
Gap-Closing Implementation Sub-Team	<ul style="list-style-type: none"> ▪ HR Director ▪ HR Staff ▪ Executive Sponsor ▪ WFP Project Manager ▪ Front managers 	<ul style="list-style-type: none"> ▪ Develop competency model for the agency ▪ Implement competency-based recruitment and selection, performance management and training and development ▪ Re engineering of work to meet strategic objectives
Evaluation Sub-Team	<ul style="list-style-type: none"> ▪ Executive Steering Team ▪ Executive Sponsor ▪ WFP Project Manager ▪ Support staff 	<ul style="list-style-type: none"> ▪ Develop project outcomes and measure success against plan