



Worksheet: Communication Plan Steps/Events Sequence

Step No.	WFP Member	Step	Format	Date/Date Range
1	<ul style="list-style-type: none"> ▪ Agency Head 	Issue WFP policy statement.	<ul style="list-style-type: none"> ▪ Press Release ▪ Town Hall Meeting 	Weeks 1-9
2	<ul style="list-style-type: none"> ▪ WFP Project Team ▪ Executive Steering Team 	Begin WFP process in conjunction with strategic planning process. If strategic plan exists, review to link it to Workforce Planning.	<ul style="list-style-type: none"> ▪ Meeting 	Weeks 1-9
3	<ul style="list-style-type: none"> ▪ Executive Sponsor ▪ WFP Project Manager 	Develop Communication strategy.	<ul style="list-style-type: none"> ▪ Communication ▪ Sub-Team meeting 	Weeks 1-9
4	<ul style="list-style-type: none"> ▪ HR ▪ Executive Sponsor 	Inform union representatives about the WFP process and its expected results.	<ul style="list-style-type: none"> ▪ Meeting 	Week 9
5	<ul style="list-style-type: none"> ▪ Executive Steering Team 	Share information with line managers about the WFP process including intent, methodology, planning cycle and expected results and the need for their participation and for some of their staff to participate on sub-teams.	<ul style="list-style-type: none"> ▪ Meetings ▪ Newsletters ▪ Emails 	Week 8
6	<ul style="list-style-type: none"> ▪ Line Managers 	Use the information to discuss the WFP process with employees. Share general information with all employees about the initiative to ensure that they understand what WFP is and why the agency is doing it. Also, solicit volunteers for sub-team work.	<ul style="list-style-type: none"> ▪ Staff Meetings 	Week 10
7	<ul style="list-style-type: none"> ▪ WFP Team ▪ WFP Project Manager 	Brief Executive sponsor on the status of Workforce Planning.	<ul style="list-style-type: none"> ▪ Report 	Weekly
8	<ul style="list-style-type: none"> ▪ HR ▪ Executive Sponsor 	Brief union representatives on the status of Workforce Planning.	<ul style="list-style-type: none"> ▪ As-needed meetings 	Minimum quarterly
9	<ul style="list-style-type: none"> ▪ WFP Project Team ▪ Executive Sponsor ▪ WFP Project Manager 	Provide information to Executive Steering Team regarding who may be impacted and about projected gaps and surpluses in the plan and gap closing strategies.	<ul style="list-style-type: none"> ▪ Presentation 	Week 12

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10	<ul style="list-style-type: none"> ▪ Executive Sponsor ▪ WFP Manager 	Communicate the details of the workforce plan to line managers in target/impacted groups to make sure they understand the challenges the agency faces, the strategies that have been developed, and the action items related to their program areas. Implementation strategy.	<ul style="list-style-type: none"> ▪ Meeting 	Week 16
11	<ul style="list-style-type: none"> ▪ Communication Sub-Team 	Share WFP information with general employee population including competency requirements.	<ul style="list-style-type: none"> ▪ Newsletters ▪ Emails ▪ Town Hall Meetings 	Week 18
12	<ul style="list-style-type: none"> ▪ Communication Sub-Team 	Communicate Implementation steps in gap closing strategy.	<ul style="list-style-type: none"> ▪ Newsletters ▪ Emails ▪ Town Hall Meetings 	Week 24
13	<ul style="list-style-type: none"> ▪ Executive Sponsor ▪ HR 	Provide updates to union representatives at regular intervals.	<ul style="list-style-type: none"> ▪ Meeting 	Quarterly
14	<ul style="list-style-type: none"> ▪ WFP Project Team ▪ WFP Manager 	Provide updates to line managers on implementation of WFP gap-closing strategies.	<ul style="list-style-type: none"> ▪ Reports ▪ Meetings 	Quarterly
15	<ul style="list-style-type: none"> ▪ Line Managers 	Provide updates to employees at regular intervals. Inform the WFP Team of the need for additional communication as the plan is implemented.	<ul style="list-style-type: none"> ▪ Staff meetings 	On going
16	<ul style="list-style-type: none"> ▪ Communication Sub-Team 	Provide agency wide update on the plan and the evaluation process.	<ul style="list-style-type: none"> ▪ Newsletters ▪ Emails ▪ Town Hall Meetings 	Quarterly