## Step 1-D: Environmental scan report

This environmental scan report uses the SWOT (Strengths, Weaknesses, Opportunities and Threats) format to consider both internal and external influences on the organisation, currently and into the future. Complete the SWOT analysis using the template below.

When considering the organisation’s **strengths and weaknesses**, focus mostly on internal factors which are can be identified currently. Consider factors such as:

* Infrastructure, resources
* Service capacity and service models
* Service quality, standards and reputation
* Research and development
* Workforce capability (Leadership, technology, engagement, skills availability)
* Workforce culture, design, performance and wellbeing
* Workforce design

When considering the **opportunities and threats** to the organisation, focus mostly on external factors, which may emerge in the future. Consider factors such as:

* Influences identified in PESTLE analysis
* Consultation, engagement and partnerships
* Innovation and future-focussed, emerging initiatives

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| **STRENGTHS** | *Current focus* | **WEAKNESSES** |
|  | **Internal** |  |
| **Positives** |  | **Negatives** |
|  | **External** |  |
| **OPPORTUNITIES** | *Future focus* | **THREATS** |

***Source:*** Adapted from: Workforce planning toolkit: Everything you need to plan for your future workforce, Community Services and Health Industry Skills Council, 2015,