## B: Are you ready for strategic workforce planning? Checklist

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|  | **Yes** | **No** | **Maybe** |
| Do you have a current/recent strategic workforce plan? | ❒ | ❒ | ❒ |
| Do you have an up-to-date strategic plan? | ❒ | ❒ | ❒ |
| Do you have commitment and enthusiasm from the Board, Chief Executive and senior management? | ❒ | ❒ | ❒ |
| Does senior management have the right skills mix to lead the organisation through the strategic workforce planning? | ❒ | ❒ | ❒ |
| Is your management structure well-designed to support a workforce planning process? | ❒ | ❒ | ❒ |
| Do you have a cross-functional team to undertake the strategic workforce planning? | ❒ | ❒ | ❒ |
| Do you have governance arrangements in place to oversee workforce planning strategy development and implementation? | ❒ | ❒ | ❒ |
| Do you have the resources, time and capability to invest in strategic workforce planning? | ❒ | ❒ | ❒ |
| Do you have quality systems and continuous improvement processes to support changes arising from the workforce planning process? | ❒ | ❒ | ❒ |
| Are you actively engaged with your workforce to implement changes from the workforce planning process? | ❒ | ❒ | ❒ |
| Do you have concerns about your future workforce? | ❒ | ❒ | ❒ |
| Do you have processes in place to collect workforce data? | ❒ | ❒ | ❒ |
| Are you ready to acknowledge and tackle current and future workforce challenges? | ❒ | ❒ | ❒ |
| Where you have indicated ‘No’ or ‘Maybe’ above, devise strategies to minimise and manage any constraints or shortfalls. | | | |

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