

Sample Workforce Planning Gantt Chart – Weeks 1-26

Tasks/Weeks 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26

l asks/vveeks	1	2	3	-	5	ь	 8	9	10	- ' '	12	13	14	15	10	17	10	19	20	21	22	23	24	25	20
Strategy																									
ID Oversight Team																									
Conduct Meetings																									
Obtain Organizational Buy-in																								igsquare	
Finalize and Publicize																								igsquare	\square
Data Collection																								igsquare	\sqcup
Assign Responsibility																								$\vdash \vdash \vdash$	\vdash
Gather Available Information									-															$\vdash \vdash \vdash$	\vdash
Design, Conduct, Analyze EE Survey																									
EE Focus Groups																									
Analyze Turnover & Costs																									
Analyze EIS Results																								ш	
Work Reengineering Study																								igsqcut	Ш
Identify Current & Future																									
Competencies																								$\vdash \vdash$	
Identify Workload/Staffing ratios																								$\vdash \vdash \vdash$	\vdash
Data Analysis Identify Workload, Workforce and			-																					$\vdash \vdash \vdash$	\vdash
Competency Gaps																									
Implementation																								$\vdash \vdash$	\vdash
H.R. Reengineering																									
Employee Engagement Strategy																									
Recruitment & Selection Option																									
Performance Management Option																									
Professional Development Option																									
Retention Management Option																									
Succession Management Option																									
Implement Workforce Plan																									
HR Reengineering																									
Implement Employee Engagement																									
Implement Recruitment & Selection																									
Implement Performance Management																									
Implement Professional Development																									
Implement Retention Management																									
Evaluation																									
Evaluate impact of Strategies and Actions. Revise WFP planning and implementation as necessary																									

Sample Workforce Planning Timeline Gantt Chart – Weeks 27-52

Tasks/Weeks 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 Strategy ID Oversight Team **Conduct Meetings** Obtain Organizational Buy-in Finalize and Publicize Data Collection Assign Responsibility Gather Available Information Design, Conduct, Analyze EE Survey EE Focus Groups Analyze Turnover & Costs Analyze EIS Results Work Reengineering Study **Identify Current & Future** Competencies Identify Workload/Staffing ratios Data Analysis Identify Workload, Workforce and Competency Gaps Implementation H.R. Reengineering **Employee Engagement Strategy** Recruitment & Selection Option Performance Management Option **Professional Development Option** Retention Management Option Succession Management Option Implement Workforce Plan HR Reengineering Implement Employee Engagement Implement Recruitment & Selection Implement Performance Management Implement Professional Development **Implement Retention Management Evaluation** Evaluate impact of Strategies and Actions. Revise WFP planning and implementation as necessary

Sample Gantt Chart Key

Work done by Executive Steering Team, WFP Project Team, Communications Team
Work done by Project Manager, Data Collection Team, Internal/External Scan Team, Culture Climate Team, Competency Team
Work done by WFP Project Team, Supply/Demand Analysis Team
Work done by WFP Project Team, Gap-Closing Implementation Teams
Work done by WFP Project Team, Evaluation Team

