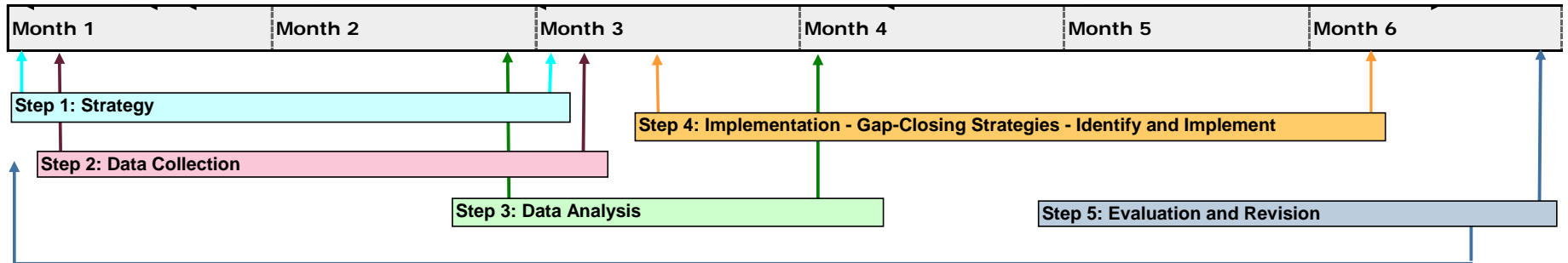




Sample Gantt Chart: Communication Plan Steps Aligned with WFP Steps

Workforce Planning Steps



Agency Head: Issue WFP policy statement.

WFP Team: Begin WFP process in conjunction with strategic planning process.

Share information with line managers about the WFP process

Brief HR and line managers on content of the WFP

Share WFP information with general employee population

Provide updates at regular intervals.

Human Resources: Inform union representatives about the WFP process and its expected results.

Brief union representatives on content of the WFP.

Provide information to employees who may be impacted.

Provide updates to union representatives at regular intervals.

Line Managers: Share general information with all employees. Discuss the WFP process with employees.

Provide updates to employees at regular intervals.

Inform the WFP Team of the need for additional communication as the plan is implemented.

Communication Plan Steps