

1.1: Workforce Planning

Phases of Workforce Planning

Workforce Planning is the process of analyzing, forecasting, and planning workforce supply and demand, assessing gaps, and determining target talent management interventions to ensure that an organization has the right people - with the right skills in the right places at the right time - to fulfill its mandate and strategic objectives.

Follow the links for each step to learn more.

[1. Strategic Direction](#)

Understand key mission goals and future objectives set by organization leadership and how the workforce needs to be aligned to achieve them.

[2. Supply Analysis](#)

Understand the current workforce and how it is projected to change over time, due to attrition and other trends.

[3. Demand Analysis](#)

Understand the organization's current and future workforce requirements.

[4. Gap Analysis](#)

Understand the gaps between workforce demand and supply and to define top priority gaps with the greatest impact on organizational performance.

[5. Solution Implementation](#)

The appropriate workforce interventions and activities to close identified workforce gaps and enable your organization to meet its strategic goals.

[6. Monitoring Progress](#)

Monitor the performance of solutions and their impact on the gaps they were designed to address, and to continuously improve the solutions to maximize their effectiveness.

Source: National Institutes of Health, Office of Human Resources. <https://hr.nih.gov/workforce/workforce-planning>

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