

# Workforce Planning Checklist

What are your organisation's strategic plans?	
How will workforce planning help your organization?	
What external factors are likely to impact your organization? (PESTLE)	
What internal factors are you taking into consideration? (SWOT)	
What data do you have to help you understand your current workforce?	
What limitations on supply have you identified?	
What critical roles have you developed now and in the future?	
What do you need to stop, start or continue doing?	
What key stakeholders do you need to onboard to help you deliver your plan?	