

# CHICAGO STATE UNIVERSITY

## Workforce Planning Steps Checklist

Steps	What This Step Accomplishes	What has been accomplished
1. Create or Update Strategic Plan	Provides the mission and measureable goals, objectives and timeframes for accomplishing them.	
2. Choose the scope for the workforce planning effort	Determines the focus of the workforce planning effort	
3. Identify Work Functions	Identify the work functions that need to be performed to meet the strategic goals.	
4. Identify Key Positions	Identify the staff, both in number of staff and competencies, required to accomplish the work functions (staffing demand).	
5. Project Future Staffing Supply	Project the workforce needed, including numbers and competencies, to accomplish the goals (projected staffing supply).	
6. Conduct a Gap Analysis	Compare the staffing requirements from step 4 with the projected workforce supply in step 5. This will show us where we may not have an adequate workforce to perform future work functions or where the supply will exceed the need.	
7. Develop Priorities and Create Solutions	Establish priorities for the gaps identified and create solutions to meet those needs.	
8. Implement the Solutions	This may include a written implementation plan.	
9. Evaluate the Plan	Assess what's working and what's not. Make adjustments as needed. Address new workforce and organization issues.	