

Workforce Action Plan (Fillable PDF Template)

Step-by-Step Instructions

1. Define the Workforce Planning Gap – Identify the key workforce challenge (e.g., turnover, skills shortage).
2. Align with Organizational Strategy – Link the gap to departmental or organizational priorities.
3. Establish the Action Planning Team – Assign a lead and supporting team members.
4. Choose the Workforce Strategy – Decide whether to build talent, buy talent, or blend both.
5. Define Action Steps – Break the strategy into specific, measurable tasks.
6. Assign Responsibilities – Identify who owns each action step.
7. Set Timelines – Define when each task should be completed.
8. Define Success Measures – Establish how progress will be tracked.
9. Identify Resource Requirements – Document the budget, tools, and support needed.

Workforce Action Plan - Fillable Form

Workforce Planning Initiative:

Date/Period Covered:

Workforce Gap / Challenge:

Strategic Alignment:

Lead:

Team Member 1:

Team Member 2:

Team Member 3:

Action Steps

Action Step	Responsible Parties	Timeline	Success Measures	Resource Requirements

Sample Completed Workforce Action Plan

Workforce Planning Initiative: Employee Retention and Engagement Enhancement

Date/Period Covered: FY26 Q3 – FY27 Q2

Workforce Gap / Challenge: Turnover has risen by 15% in the past two quarters in mission-critical roles.

Strategic Alignment: Supports DOC priority to strengthen workforce resilience and capacity.

Lead: Director of Human Resources

Team Members: HR Business Partners, Talent Acquisition Lead, L&D Manager, Budget Office Rep, Program Office Managers

Sample Action Steps

Conduct exit interviews	HR Business Partners	Q3 FY26	90% exit interviews completed	Staff time
Launch stay interviews	HR + Program Managers	Q3–Q4 FY26	70% participation	Templates, training
Retention incentives program	HR + Budget	Q4 FY26	15% increase in satisfaction	Budget for incentives