U.S. Department of Commerce
Office of Human Resources Management
Office of Talent Programs

Office of Human Resources Management (OHRM) Workforce Action Plan Quick Guide

Sample only: The issues, actions, dates, and targets below are fictional examples—not approved OHRM commitments or actual workforce data.

1. What is a Workforce Action Plan?

A Workforce Action Plan is a short list of practical steps to help ensure an organization has the people and skills needed to do its work. It answers: What is the need? What will we do? Who owns it? When is it due? How will we check results?

2. Build a plan in five steps

Step	What to do	OHRM example
1. Identify a need	Choose one workforce issue that affects the work.	Important HR tasks depend on one or two experienced employees.
2. Choose an action	Pick a practical step to address it.	Document the process and train a backup employee.
3. Assign an owner	Name one person or role to lead.	OHRM team supervisor.
4. Set a due date	Choose a realistic deadline.	Draft guide by end of Q2; practice by end of Q3.
5. Check progress	Review progress and resolve barriers.	Confirm the guide is available and the backup employee can perform the task.

3. Sample OHRM Workforce Action Plan

Workforce issue: Some important OHRM processes are not documented or depend on one employee, creating a risk of delays when that employee is unavailable.

Need / gap	Action	Owner	Target	Evidence of completion
Key work steps are not written down.	Create a short guide for one priority process.	Supervisor + experienced employee	End of Q2	Guide reviewed and saved in a shared location.
Only one employee may know the task.	Have a second employee learn and practice it.	Supervisor	End of Q3	Backup employee completes a practice run with support.
Progress or barriers may go unnoticed.	Review actions at monthly team check-ins.	Supervisor	Monthly	Progress and needed support are recorded.

4. Simple Action Tracker

Update this tracker during a regular team meeting or monthly check-in. Use one row for each action.

Action	Responsible person	Due	Status	Next step / help needed
Write a process guide	Supervisor / subject-matter expert	Q2	Not started	Choose the process and gather current steps.
Train a backup employee	Supervisor	Q3	Not started	Identify a staff member and schedule practice time.
Review progress	Supervisor	Monthly	Not started	Add a brief update after each check-in.

Status labels: Not started = work has not begun | In progress = work has started | On track = moving as planned | Needs help = a barrier needs attention | Complete = finished and checked.

5. Copy-and-use template

Workforce issue	Action to take	Person responsible	Due date	How progress will be checked	Status
What problems or need do we see?	What practical step will we take?	Who will lead it?	When should it be done?	What evidence shows it is done or helping?	Not started / In progress / Needs help / Complete

6. Check whether the action worked

At each check-in, ask: What is complete? What is the next step? Is anything blocking progress? Does the owner need help or a decision? Should the action or due date change?

Use one or two simple measures, such as whether the guide was reviewed, whether another employee can complete the task, and whether any training gaps remain.

Tips for beginners

- Start small—choose one issue that matters rather than trying to fix everything at once.
- Use plain language, assign a clear owner, and set realistic dates.
- Record delays and agree on the next step; review progress regularly.
- Use actual workforce information when making decisions and protect confidential employee information.