

Checklist of readiness

This checklist suggests things to consider in your integrated thinking to ensure you are ready to embark on your workforce planning journey. While systems and organisations will be at different stages in the development of a workforce plan, the checklist will help to ensure partners are aligned and have a clear shared purpose, vision and agreement on the outcomes they wish to achieve together.



Consider appointing someone who has the capability and capacity to develop an integrated workforce plan, implementing it and monitoring delivery.



Do you have leaders and champions who are willing and open to challenge themselves to work in different ways and provide the leadership to inspire others to do the same?



Consider who the right people are to be involved in developing the plan so that it is co-produced. Include staff groups from the public, private, voluntary and community sectors and their trade union representatives.



Identify who from each external organisation you need to engage in the process of development.

