

## OPM's Workforce Planning Model

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### INTRODUCTION

Workforce planning is the systematic process for identifying and addressing the gaps between the workforce of today and the human capital needs of tomorrow.

Effective workforce planning enables the organization to:

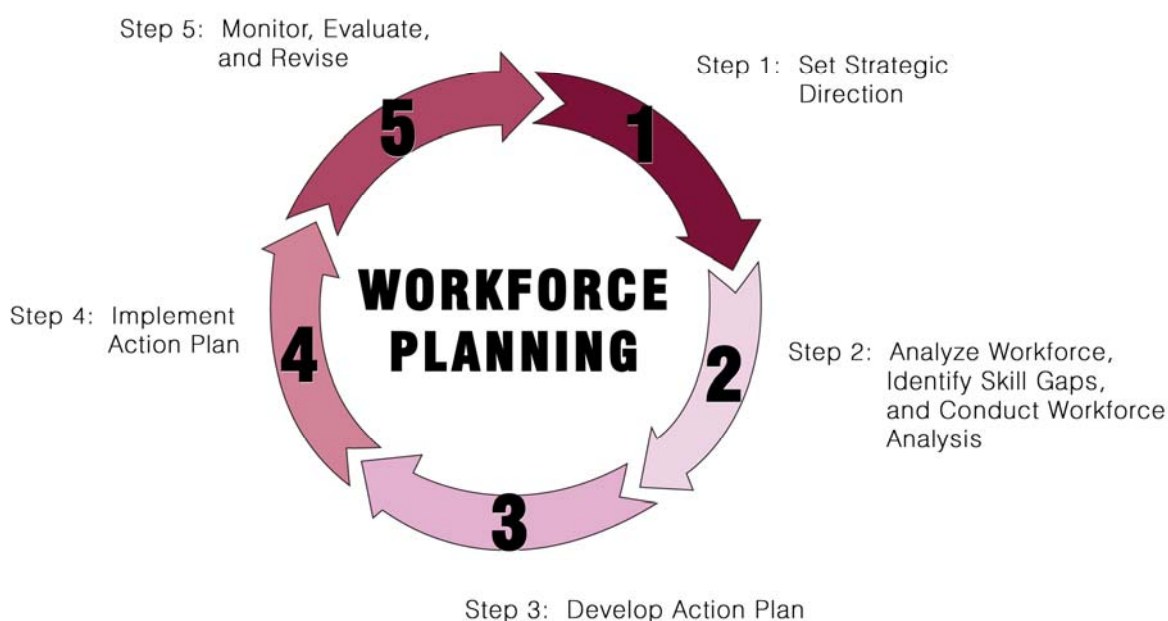
- Align workforce requirements directly to the agency's strategic and annual business plans
- Develop a comprehensive picture of where gaps exist between competencies the workforce currently possesses and future competency requirements
- Identify and implement gap reduction strategies
- Make decisions about how best to structure the organization and deploy the workforce
- Identify and overcome internal and external barriers to accomplishing strategic workforce goals.

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### OPM'S 5-STEP WORKFORCE PLANNING MODEL

OPM developed a five-step workforce planning model. This model serves as a useful starting point for understanding the elements involved in workforce planning. The following information includes a graphic representation of this model and brief descriptions of each of its five steps. Additional Web sites are also highlighted for more in-depth research.

## OPM's Workforce Planning Model (continued)



### **Step 1: Set Strategic Direction**

This step involves linking the workforce planning process with the agency's strategic plan, annual performance/business plan, and work activities required to carry out the goals and objectives of the strategic plan (long term) and performance plan (short term).

### **Step 2: Analyze Workforce, Identify Skill Gaps, and Conduct Workforce Analysis**

This step involves:

- Determining what the current workforce resources are and how they will evolve over time through turnover, etc.
- Developing specifications for the kinds, numbers, and location of workers and managers needed to accomplish the agency's strategic requirements
- Determining what gaps exist between the current and projected workforce needs.

## OPM's Workforce Planning Model (continued)

- Step 3: Develop Action Plan** This step involves the identification of strategies to close gaps, plans to implement the strategies, and measures for assessing strategic progress. These strategies could include such things as recruiting, training/retraining, restructuring organizations, contracting out, succession planning, technological enhancements, etc.
- Step 4: Implement Action Plan** This step involves ensuring human and fiscal resources are in place; roles are understood; and the necessary communication, marketing, and coordination are occurring to execute the plan and achieve the strategic objectives.
- Step 5: Monitor, Evaluate, and Revise.** This step involves monitoring progress against milestones, assessing for continuous improvement purposes, and adjusting the plan to make course corrections and to address new workforce issues.



The following Web site overviews the OPM 5-Step Workforce Planning Model and provides additional guidance on each step:

<http://www.opm.gov/workforceplanning/wfpmodel.htm>

To find data that may be useful in workforce planning, in addition to agency-maintained data, be sure to look at these other OPM Web sites:

FedScope: <http://www.fedscope.opm.gov/index.asp>

Federal Employment Statistics: <http://www.opm.gov/feddata/>

The following Web site presents OPM's Skills Analysis Tools; these may be useful in identifying workforce competencies:

<http://www.opm.gov/workforceplanning/tools/>