

Checklist: Strategic workforce planning

As outlined in the [CIPD guide](#), strategic workforce planning can help you to identify the workforce challenges you may face ahead of time, and put in place the appropriate actions to ensure organisational readiness and success. Use this checklist to get started with workforce planning.

Question	Complete (tick)	Notes
What are your organisation's strategic plans? What is driving your demand?	<input type="checkbox"/>	
How will strategic workforce planning help your organisation?	<input type="checkbox"/>	
What external factors are likely to affect your organisation (PESTLE)?	<input type="checkbox"/>	
What internal factors are you taking into consideration (SWOT)?	<input type="checkbox"/>	
What data do you have to help you understand your current workforce?	<input type="checkbox"/>	
What limitations on supply have you identified?	<input type="checkbox"/>	
What critical roles have you identified now and in the future?	<input type="checkbox"/>	
What do you need to stop, start, continue doing (7Bs)?	<input type="checkbox"/>	
Which key stakeholders do you need onboard to help you deliver your plan?	<input type="checkbox"/>	

Access practical guidance and links to further resources in the [CIPD's guide](#).