

Who should be involved?

Stakeholder planning

This template will assist you in identifying who you should include in your workforce planning activities.

Things to consider:

- Who are your stakeholders, based on the scope and scale of your workforce planning?
- What is their role in relation to workforce planning?
- Who are the key decision makers?
- How can they best be involved?
- How much time can they commit to the process?

Suggestions on who to involve:

Small enterprises	Medium-sized enterprises
May only have two people involved in the running of the business and the management of staffing	A diverse mix of management and employees that represent various business levels, functional areas, and locations
In some enterprises, all staff may also be family members	Line managers who oversee areas with critical hiring needs
Dedicated and knowledgeable staff	Line staff, including both new hires and those employees with more experience
	Dedicated and knowledgeable staff
	A mix of age (including youth and mature age), gender, cultural background and declared disability
	Staff with specific expertise needed to implement the workforce plan (e.g. HR, IT, Finance)
	Employee representatives

Your workforce planning team is a core group who will be involved in the design, implementation, monitoring, and evaluation of your plan. Below is the space for you to consider who that might be for you and your business.

Who is to be included	Why am I including them
<i>Insert name....</i>	<i>Insert reason...</i>
Jenna DeWalter	Business owner and administration manager
Scott Jones	Has been employed with company for 20 years
Joe Smith	Apprentice with company for 2 years

