



4. Readiness checklist

Yes

No

Do you have a current overarching peer workforce plan?

Do you have an up-to-date strategic plan for the development of a peer workforce?

Do you have an up-to-date operational plan for integrating a peer workforce?

Does senior management and HR support the development of a peer workforce?

Does your executive and senior management have the right skills mix to lead the organisation through the planning for the development of a peer workforce?

Is your management structure well designed to support a peer workforce planning process?

Do you have quality systems and continuous improvement processes to support changes arising from implementing a peer workforce?

Are you actively engaged with your workforce to implement changes from the peer workforce planning process?

Do you have concerns about your future workforce?
And incorporating peer workers?

Do you have processes in place to collect workforce information such as:

- Job roles/classifications
- Full-time equivalent staff (FTE) and/or headcount (the actual number of employees)
- Gender mix
- Employment status (full-time/part-time/casual)
- Age (including time to retirement)

This resource has been adapted from the CS&HISC *Workforce Planning Toolkit*

 **Remember to Update your Plan!**

