

# Workforce Planning Consulting Scope of Work

**Client:** [Client Name]

**Consultant:** [Consulting Firm Name]

**Date:** [Date]

## 1. Objectives

The objective of this engagement is to deliver a comprehensive workforce planning solution that addresses current and future staffing needs, identifies skill gaps, and aligns workforce strategy with organizational goals.

## 2. Scope of Services

- Current workforce assessment and data analysis
- Demand and supply forecasting
- Gap analysis and risk identification
- Development of workforce strategies and action plans
- Stakeholder consultation and change management support
- Reporting and presentation of findings

## 3. Deliverables

- Project plan and timeline
- Current state analysis report
- Future workforce forecast and scenarios
- Gap analysis matrix
- Strategic recommendations and action plan
- Final presentation to key stakeholders

## 4. Timeline

Phase	Activities	Estimated Dates
Phase 1	Initial Assessment & Data Collection	[Start Date] – [End Date]
Phase 2	Analysis & Forecasting	[Start Date] – [End Date]
Phase 3	Strategy Development & Reporting	[Start Date] – [End Date]

## 5. Roles and Responsibilities

- **Consultant:** Lead analysis, facilitate workshops, deliver project outputs.
- **Client:** Provide data and access to stakeholders, review and feedback on deliverables.

## 6. Assumptions

- Timely access to relevant data and stakeholders.
- Active participation of identified client representatives.
- Sign-off on key deliverables within agreed timeframes.

## 7. Acceptance & Approval

The successful completion of this scope of work will be determined by the delivery of all agreed deliverables

and acceptance by the client.

Client Representative	Date
[Name & Signature]	[Date]