

Who's Involved in Workforce Planning?

HR Architected, Business Led

This worksheet uses the RACI model (Responsible, Accountable, Consulted, Informed) to identify your key players and spark critical conversations throughout the strategic workforce planning process. Add names and tackle key questions for each role—from the leaders shaping the vision to the teams bringing it to life.



Responsible

Leaders and HR
Business partners

Identifies business and people priorities (i.e., growth strategy)

1. What are your top business priorities, and how will they shape your workforce needs?

2. How can you better align your people strategy with business growth?

3. How do you assess current skill gaps and forecast future workforce needs?

4. What metrics and market intel would make your workforce planning more effective?

5. How do you balance immediate budget needs with long-term workforce investments?

6. What data would improve your workforce budget decisions?

7. How do you collaborate with HR to assess your team's skill gaps and future needs?

8. How could workforce analytics help you better anticipate and prepare for future talent needs?



Accountable

Talent team

Designs and manages workforce plan



Consulted

Finance team

Sets financial goals, allocates budget, and approves expenses



Informed

Organization leaders

Partners with Talent and HR Business partners to assess workforce skills and tools