**Human Resource Action Plan Template**

This document provides users with a template for a Human Resources (HR) action plan, which enacts the HR Strategy. Generally, this document will follow on from the HR Strategy Template and Plan on a Page (POP) Template. Writing an HR action plan can be a daunting task, but keep in mind that much of the hard work is already done by the time you reach this stage. The purpose of this document is assigning tasks and accountability. The action plan is not too dissimilar from work plans you may have encountered in other disciplines. The action plan has been laid out in table format, each column and row must be completed, including:

* the specific objectives you want to achieve within your organisation, as they appear on your plan on a page
* a detailed list of strategies
* a list of actions required to achieve the strategies. These are the broken down into steps to be taken to attain a strategy and objective
* list of all accountable parties (tip: accountability should be assigned to roles, not people – this way, accountability allows for staff changes)
* the due date or dates for an action to be delivered, any changes should be noted
* the budget to the deliver an action.

To make your HR action plan more appealing and useful, consider using language that is clear, concise and easy to understand. Avoid using overly technical or jargon-filled language and instead focus on using language that everyone can easily understand. This will help ensure that your plan is accessible to all employees, regardless of their level of expertise or experience.

Make sure to regularly review and update your HR action plan as needed and only keep current or incomplete items on the plan. An annual report will provide a summary of HR strategic plan progress, so there is no need to keep this list of past actions and completed tasks on your HR action plan. As your organisation grows and evolves, so too will your goals and objectives. By regularly reviewing and updating your plan, you'll be better able to ensure that it remains relevant and effective in helping you achieve your HR goals.

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| **Strategic Pillar 1: Workforce Planning (Example)** | | | | |
| Objective: Develop and deliver a workforce plan that aligns with our workforce needs, by 01/01/24 | | | | |
| **Strategies** | **Actions** | **Accountability** | **Timeframe** | **Budget** |
| Conduct a workforce analysis to determine the organisation’s current and future talent needs by 06/23. | 1. Examine strategic plans, goals and objectives to determine the specific skills, experience and knowledge required to achieve them.  2. Gather sources of workforce data; personnel records, staff numbers and classification, qualifications and certifications, turnover rates, reasons for leaving, diversity status in leadership pipeline, average length of stay data, performance data, surveys or feedback from managers and staff.  3. Analyse the workforce data collected in the previous step to identify any future benefit needs, talent gaps, skill shortages, patterns or redundancies.  4. Prepare workforce analysis report. Present to the executive team. | 1. HR Manager  2. Business Analyst  3. HR Manager  4. HR Manager | 1. 01/03/23  2. 01/03/23  4. 01/04/23  5. 01/05/23 | Staff direct costs (HR cost centre) |
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| **Strategic Pillar 2: Talent and Retention (Example)** | | | | |
| Objective: Develop and implement a talent acquisition policy that aims to attract and retain top talent by 01/01/24 | | | | |
| **Strategies** | **Actions** | **Accountability** | **Timeframe** | **Budget** |
| Buy and use HR software to improve the recruitment process by 01/24. | 1. Draft scope for purchase of HR software outlining list of requirements, current IT infrastructure and budget.  2. Research potential suppliers and obtain three quotes.  3. Meet with suppliers and arrange presentations to executive decision makers.  4. Select supplier and sign contract.  5. Create implementation plan and address change management, training and IT.  6. Full implementation of new HR software. | 1. HR Manager  1.1 IT Manager  2. HR Manager  3. HR Manager  3.1 IT Manager  4. HR Manager  5. HR Manager  5.1 IT Manager  6. HR Manager | 1. 01/03/23  2. 01/03/23  3. 01/5/23  4. 01/06/23  5. 01/07/23  6. 01/01/24 | Staff Direct Costs (HR and IT Cost centres)  <$35,000 +GST for software set up and licence  <$5,000+GST ongoing yearly subscription |
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| **Strategic Pillar 3: Learning and Development (Example)** | | | | | |
| Objective: Implement a learning and development program, calendar and system by 01/01/25 | | | | | |
| **Strategies** | **Actions** | **Accountability** | **Timeframe** | **Budget** | |
| Implement a learning management system (LMS) to provide on-demand learning opportunities by 01/25. | 1. Draft scope for purchase of LMS outlining list of requirements, particularly the ability to provide on demand training.  2. Research potential suppliers and obtain three quotes.  3. Meet with suppliers and arrange presentations to executive decision makers.  4. Select supplier and sign contract.  5. Create implementation plan and address change management, training, and IT.  6. Full implementation of new LMS software. | 1. HR Manager  1.1 IT Manager  2. HR Manager  3. HR Manager  3.1 IT Manager  4. HR Manager  5. HR Manager  5.1 IT Manager  6. HR Manager | 1. 01/01/24  2. 01/02/24  3. 01/04/24  4. 01/05/24  5. 01/06/24  6. 01/01/25 | Staff Direct Costs (HR and IT Cost centres)  <$20,000 +GST for software set up and licence  <$2,000+GST  ongoing yearly subscription | |
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| **Strategic Pillar 4: Diversity and Inclusion (Example)** | | | | | |
| Objective: Create a diverse and inclusive workplace that reflects the community we serve by 01/01/25 | | | | | |
| **Strategies** | **Actions** | **Accountability** | **Timeframe** | | **Budget** |
| Develop diversity metrics and targets reflective of our community and regularly report progress by 06/23. | 1. Compile employee data and metrics over the past 5 years and current state using all diversity fields, import into excel.  2. Research best practice target suggestions, academic sources, local examples, legislated compliance and consult local community and client profiles.  3. Prepare report outlining suggestions for targets, record keeping and reporting method.  4. Present to executive team and seek endorsement.  5. Implement by integrating into hiring and talent retention policy and practices and internal roadshow for staff. Commence routine reporting. | 1. HR Manager  1.1 Business Analyst  2. HR Manager  2.1 D&I Champion  3. HR Manager  3.1 D&I Champion  4. HR Manager  5. HR Manager  5.1 D&I Champion | 1. 01/02/23  2. 01/03/23  3. 01/04/23  4. 01/05/23  5. 01/06/23 | | Staff direct costs (HR cost centre and D&I Champion business unit cost centre) |
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| **Strategic Pillar 5: Performance (Example)** | | | | |
| Objective: Develop and implement a performance management policy and program by 01/01/24 | | | | |
| **Strategies** | **Actions** | **Accountability** | **Timeframe** | **Budget** |
| In consultation with teams, develop performance measures for each team by 06/23. | 1. Design workshops and focus group session plans for the introduction and setting of performance measures.  2. Seek executive endorsement of session plans and prepare timelines for workshops and focus groups, six half day sessions in total.  3. Deliver workshops to managers and teams.  4. Collate team suggestions and feedback.  5. Meet with executives, present and seek endorsement and make changes to team metrics, ensuring alignment with organisational goals.  6. Meet with all teams for a wash up meeting to discuss any changes/endorsement and introduce implementation process and schedule. | 1. HR Co-ordinator  2. HR Manager  3. HR Manager  3.1 HR Co-ordinator  3.2 Team Managers  4. HR Co-Ordinator  5. HR Manager  5.1 Team Managers  6. HR Manager  6.1 HR Co-Ordinator  6.2 Team Managers | 1. 01/01/23  2. 01/02/23  3. 01/04/23  4. 01/05/23  5. 01/05/23  6. 01/06/23 | Staff direct costs (HR cost centre and team business unit cost centres) |
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| **Strategic Pillar 6: Engagement (Example)** | | | | |
| Objective: Improve overall employee satisfaction ratings by 5% by 01/01/25 | | | | |
| **Strategies** | **Actions** | **Accountability** | **Timeframe** | **Budget** |
| Redesign the employee engagement survey to align with this plan’s objectives by 06/23. | 1. Conduct research on best practice engagement surveys used in comparable context. Ensure that the objectives of the HR plan and integrated into the questions scope.  2. Prepare report on suggested engagement survey approach, structure, and methodology of delivery.  3. Seek endorsement from the executive team.  4. Rollout survey and begin to record and report on results. | 1. HR Manager  2. HR Manager  3. HR Manager  4. HR Manager | 1. 01/02/23  2. 01/04/23  3. 01/05/23  4. 01/06/23 | Staff direct costs (HR cost centre) |
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