

Scenario-Based Workforce Forecast Template

1. Overview

This template assists in projecting workforce needs under different business scenarios, considering workforce size, skills, and costs.

2. Key Assumptions

- Business growth rates
- Market trends
- Budget constraints
- Skill availability

3. Scenario Definitions

Scenario	Description	Key Assumptions
Base Case	Current trend continues; moderate growth	3% annual revenue increase, stable market
Optimistic	High growth; winning new contracts	8% annual revenue increase, expansion to new markets
Pessimistic	Market contraction; cost control focus	2% annual revenue decline, hiring freeze

4. Workforce Forecast Table

Year	Scenario	Total Headcount	New Hires Needed	Reductions Needed	Estimated Total Cost
2024	Base Case	150	10	3	\$9,500,000
2024	Optimistic	170	25	0	\$11,000,000
2024	Pessimistic	135	2	10	\$8,250,000

5. Skills Gap Analysis

Role / Skill	Current Workforce	Needed (Base Case)	Needed (Optimistic)	Needed (Pessimistic)	Gap / Surplus
Software Engineer	50	55	70	45	+5 / +20 / -5
Analyst	30	35	45	28	+5 / +15 / -2

6. Action Plan

- Review forecasts with key stakeholders.
- Update hiring plans and budget allocations for each scenario.
- Identify critical skill shortages and start training programs.
- Develop mitigation strategies for workforce reductions if needed.

Important Notes

- Forecasts are estimates and should be revisited regularly based on new data and business changes.
- Scenario modeling supports more flexible, proactive workforce planning.

- Coordination with finance and business strategy teams is crucial for accuracy.
- Consider both quantitative (headcount, cost) and qualitative (skills, engagement) workforce factors.