

Action Plan for Staffing Adjustments

Department: _____
Prepared by: _____
Date: _____

1. Purpose

This document outlines the action plan for proposed staffing adjustments within the department to ensure optimal resource allocation and operational efficiency.

2. Rationale for Adjustment

- Organizational restructuring
- Changes in workload or demand
- Budgetary considerations
- Alignment with strategic goals

3. Current Staffing Overview

Position Title	Current # of Staff	Proposed Change	Justification
Example: Customer Service Rep	8	-2	Decrease in call volume
Example: Data Analyst	3	+1	Increased reporting requirements

4. Action Steps

- Review impacted positions and notify relevant staff.
- Coordinate with HR for redeployment or outplacement.
- Communicate changes to all stakeholders.
- Provide support and training for transition.
- Monitor and evaluate post-adjustment outcomes.

5. Timeline

Action	Responsible	Deadline
Staff Notification	Department Manager	MM/DD/YYYY
HR Coordination	HR Lead	MM/DD/YYYY
Final Implementation	Department Manager	MM/DD/YYYY

6. Communication Plan

- Inform affected employees directly and confidentially.
- Provide FAQs and resources for support.
- Hold team meetings to discuss overall changes.
- Update organizational charts and contact lists.

Prepared by _____

Reviewed by _____

Date

Important Notes

- This document should be reviewed by HR and relevant stakeholders before implementation.
- Ensure compliance with all labor laws and organizational policies.
- Maintain confidentiality throughout the process.
- Update the plan as needed to reflect any changes in strategy or operations.