

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

1. Review impacted positions and notify relevant staff.
2. Coordinate with HR for redeployment or outplacement.
3. Communicate changes to all stakeholders.
4. Provide support and training for transition.
5. 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.