

Departmental Workforce Forecast Template

1. Department Information

Department Name	
Manager/Supervisor	
Date	
Forecast Period	

2. Current Workforce Profile

Role/Position	Number of Employees	Full-time	Part-time	Vacancies

3. Projected Changes and Needs

Role/Position	Expected Attrition	Projected Demand	Skills/Competencies Needed

4. Action Plan

Strategy/Action	Responsibility	Timeline	Status

5. Additional Notes

Important Notes:

- This template should be reviewed and updated regularly to reflect departmental changes.
- Collaboration with HR is recommended to ensure alignment with organizational plans.
- Accurate forecasting assists in proactive recruitment and training.
- Consider both quantitative and qualitative data when completing the template.
- Confidentiality must be maintained when handling employee data.