Workforce Demand vs. Supply Summary

Reporting Period

Q2 2024

Department / Function

Sample Department: Information Technology

Summary Table

Role	Demand (FTEs)	Current Supply (FTEs)	Gap (Demand vs. Supply)	Comments/Actions
Software Engineer	12	8	4	Recruitment in progress
Business Analyst	6	5	1	Internal upskilling planned
IT Support	8	10	-2	Potential redeployment
Project Manager	4	3	1	External hiring planned

Key Findings

- Primary gaps exist in Software Engineer and Project Manager roles.
- IT Support role is overstaffed relative to current demand.
- Upskilling and redeployment opportunities are being considered to address imbalances.

Recommended Actions

- Continue recruitment efforts for high-priority roles.
- Initiate upskilling programs for internal staff transitions.
- Assess feasibility of redeploying surplus IT Support staff.

Important Notes:

- This document provides a high-level overview of current workforce alignment against organizational demand.
- Forecasts and supply data should be regularly updated for accuracy.
- Action items should be assigned to responsible stakeholders with timelines.
- Confidential data must be handled according to company data policies.