

Workforce Forecast Approval and Review Sheet

Department/Unit:

Prepared By:

Date Prepared:

Forecast Period:

Workforce Forecast Summary

Position / Role	Current Filled	Current Vacant	Forecast Need	Variance (+/-)	Remarks

Justification & Comments

Approval & Review

Prepared By:

Reviewed By:

Approved By:

Date of Approval:

Important Notes

- This document should be updated regularly to reflect actual staffing needs.
- Ensure all data provided is verified and approved before submission.
- Use this sheet as a basis for budget and resource planning discussions.
- Retain signed approvals for audit and compliance purposes.