

# Staffing Plan Instructions

## Role Requirements

The following is a detailed breakdown of the roles required to execute the business activities. It includes: the job role, the task responsibility of the role, skills required, number of staff required to fulfil each role, the estimated start date and the expected duration the staff resource will be needed on the project.

Enter **Job Title** of the role. Example: Storeman

Identify and enter the name of each of the major **Tasks** in the role.

Enter the role's **Responsibility** on the project. Example: Receive and Despatch Orders

Enter the **Skills Required** for the role: Example:

- To be physically fit and able to lift heavy packages
- Good organisational skills
- To enjoy practical and manual work
- The ability to keep detailed and accurate records
- A good eye for detail
- To be able to work as part of a team

Enter the **Number of Staff** required to fulfil the role.

Enter the **Estimated Start Date** for the resource. Example: 01/01/14

## Staff Assigned to Roles

The following is a detailed breakdown of the actual staff employed in the business, the amount of Full Time Equivalent (FTE) staff required for the role, the actual FTE acquired, the pay rate and unit of the labour rate for the resource, and the source from which the resource is recruited.

Enter the **Job Title** of the role. Example: Storeman

Enter the **Name** of the person fulfilling the role. Example: John Doe

Enter the **Full Time Equivalent (FTE) Required** for the person for the **Fiscal Year** FYyy-yy.

For example – a person who is required half-time for a full year would have a FTE of .50 for FY13-14.

Enter the **Full Time Equivalent (FTE) Acquired** for the person for the **Fiscal Year** FYyy-yy.

Enter the **Pay rate** for the person. Example: \$85.00

Enter the **Unit** timeframe. Example: hour, week etc.

Enter the **Source** supplying the person. Example: *Black Employment Agency*

## Staff Loading Chart

The following includes the estimated effort in Full Time Equivalent (FTE) days required by month for each staff resource assigned to the project.

Enter the **Job Title** of the role. Example: Storeman

Enter the **Number of Staff Required** for time period. This is the actual number people (such as 2), not the actual portion of the resources time (such as 50%) they will spend on the project.

Enter the **Number of People** for each month (or other period as needed) **times the number of days**. Example: for 2 people working 15 days each in the month of October the total entered in the October column would be 30 days (2 times 15).

Enter a **Total** for each time period and a total across all time periods.

**NOTE:** Your business may have seasonal 'busy' periods. Simply duplicate the rows and/or columns in the table or duplicate additional tables providing the correct number of months for your specific timeframe.

## Training Needs

The following are the detailed training needs to bring staff to a level of skill required for business execution.

Enter the **Role** and **Name** of the staff resource. Example: Storeman/John Doe

Enter the **Training** needed by this person. Example: *Inflow Inventory software*

Enter the **Timeframe** the training is needed. Example: Before Christmas 2014

Enter an estimated **Anticipated Cost** for the training. Example: \$1,500

Enter the suggested **Vendor** or **Method** for securing the training. Example: *Computer College*

## Resource Assignment Matrix

The following matrix details the nature of responsibility assignments for staff as they relate to key activities and deliverables.

Substitute actual position and/or individual team member names for the word 'Name' in each of the column headings.

Identify and enter the name of key activities in the activities column. This might come from your *Work Breakdown Plan* in your Business Plan. Example: 'Identify customer requirements' For each activity, determine the level of responsibility being assigned to the positions or individual team members: Responsible, Accountable, Consult, and/or Informed.

In each of the Activity-Position cells, enter the letter designation corresponding to the above levels of responsibility as assigned to each position and/or team member. Expand or duplicate table as required for your specific business.

## **Business Organisation Chart**

The business organisation chart is a graphical picture of the organisation and reporting relationships of the business.

## **Compliance Issues**

Identify potential compliance issues related to staffing plans and how you plan to satisfy the requirements for each identified issue.