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**Getting Started with Workforce Planning**

**Action Plan Template**

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| **Strategic priority area 1** | | | | | |
| **Strategic objective** | **Action** | **Responsibility** | **Timeframe** | **KPI** | **Progress notes** |
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| **Strategic priority area 2** | | | | | |
| **Strategic objective** | **Action** | **Responsibility** | **Timeframe** | **KPI** | **Progress notes** |
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| **Strategic priority area 3** | | | | | |
| **Strategic objective** | **Action** | **Responsibility** | **Timeframe** | **KPI** | **Progress notes** |
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