

Illustration of the plan

| Action Item | Description/How To | Date Needed/Timeframe | Assigned To: | Status |
|---|--|-----------------------|--------------|--------|
| 1. Meet with managers and leadership of administrative services employees and functions | Agency management and leadership will be an integral part of communicating the changes, identifying the new roles and aiding with the transition. If necessary or appropriate for your agency, ask managers to help identify future roles and timing of employees identified on the tracking tool. | By April 1, 1999 | | |
| 2. Develop Agency's Workforce Transition Strategy document | Develop an outline for a strategy that addresses your agency's specific needs. A sample outline is included. An outline will help keep the strategy focused and brief. The document should include policies, procedures, definitions and transition philosophy for the agency. | By July 1, 1999 | | |
| 3. Define workforce transition categories and strategy | Using the different categories of workforce transition defined in Module 2.0 slide # 10, determine the different definitions that will apply to your agency. Tailor definitions as necessary. | By July 1, 1999 | | |
| 4. Identify employees who will Need to use MARS by July 1, 1999 | Develop strategy for identifying employees and document Using the agencies as-is administrative services data, identify employees who will need to use MARS by July 1, 1999. Use the tracking tool to log this information. | By March 29, 1999 | | |
| 4.1 Complete roles worksheet for these employees | Using the Excel file [AgencyNumber]_ [DeptName].xls and the AsIs_ToBe maps, identify the appropriate roles and enter them into the To-Be Roles Worksheet for the employees identified as needing to use MARS by July 1 1999. As appropriate work with your agency's administrative managers and leadership | By April 15, 1999 | | |

Sample Agency Workforce Transition Plan And Guide

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