

Capacity, Readiness, and Goals Assessment

This assessment framework is designed to help the initial planning team properly review the community’s capacity, readiness, and goals for the workforce planning process. The framework can be used as a discussion guide to consider the community’s current status and make a decision about moving forward. If the community opts to not move forward at this time, the information learned from the discussions can be used to complete targeted action items to properly prepare for a future workforce planning process.

The initial planning team should review this document together, decide on a 1–5 rating for each statement, and take applicable notes. At the end of the discussion, the initial planning team should develop an overall assessment and determine its ability to move forward.

Capacity	Select 1–5 1 = strongly disagree 5 = strongly agree	Notes
We are not undertaking any other large-scale planning or projects requiring public input that may conflict with workforce planning efforts.	1 2 3 4 5	
We have sufficient committed resources and in-kind assistance to support a workforce planning project.	1 2 3 4 5	
The initial planning team is committed to serving in an ongoing leadership coordination role at least through the release of the workforce plan (approx. 6 months).	1 2 3 4 5	
Our community is ready to undertake a multiyear commitment to strengthening workforce development activities.	1 2 3 4 5	

Readiness	Select 1-5 1 = strong no 5 = strong yes	Notes
The key workforce planning partners (e.g., governmental bodies, education, economic development, community organizations) in our community currently work well together.	1 2 3 4 5	
We have consulted key workforce planning partners (e.g., governmental bodies, education, economic development, community organizations) to ensure their willingness to participate and support a workforce plan.	1 2 3 4 5	
Community leaders are interested in enhancing workforce development efforts here.	1 2 3 4 5	

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Goals	Select 1-5 1 = strong no 5 = strong yes	Notes
Our community currently has clear workforce development challenges.	1 2 3 4 5	
Employers have experienced challenges recently in hiring and retaining a qualified workforce.	1 2 3 4 5	
Our community is willing to work together to solve cross-cutting issues.	1 2 3 4 5	

Overall Initial Planning Committee Assessment