

## **Workforce Planning Interim Solution Guidance – V2.0**

### **Workforce Planning Central Team**

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### **Workforce Planning Interim Solution Spreadsheet**

Link to transformation Hub – [Coming soon](#)

### **Workforce Planning PowerBI Reporting**

Link to transformation Hub - [Coming soon](#)

### **Workforce Planning Drop in Sessions**

Link to transformation Hub - [Coming soon](#)

## **1. Purpose**

This document outlines the interim workforce planning (WFP) process to be followed across Amentum iCMS (Legacy Jacobs). Due to the transition between systems, an Excel-based solution will be used temporarily to support workforce visibility, capacity planning, and resource allocation. This has been exported directly from the Jacobs WFP system and will capture the live data from 25<sup>th</sup> July which is the last day you will be able to access Jacobs WFP. This process also presents an opportunity to cleanse and validate workforce data in preparation for migration to the future WFP platform.

## **2. Background**

Following the closure of the previous Workforce Planning tool, an interim solution has been established to ensure continuity and enable effective planning across all business areas. This Excel-based approach will serve as a central source for workforce demand, supply, and gap analysis, while supporting readiness for long-term system implementation.

### 3. Scope

This guidance applies to:

- All Project Managers, Operations Managers, Resource Managers and Functional Leads or delegates
- All business divisions across Amentum E&I that were Legacy Jacobs
- Workforce and planning employees involved in resource forecasting and tracking

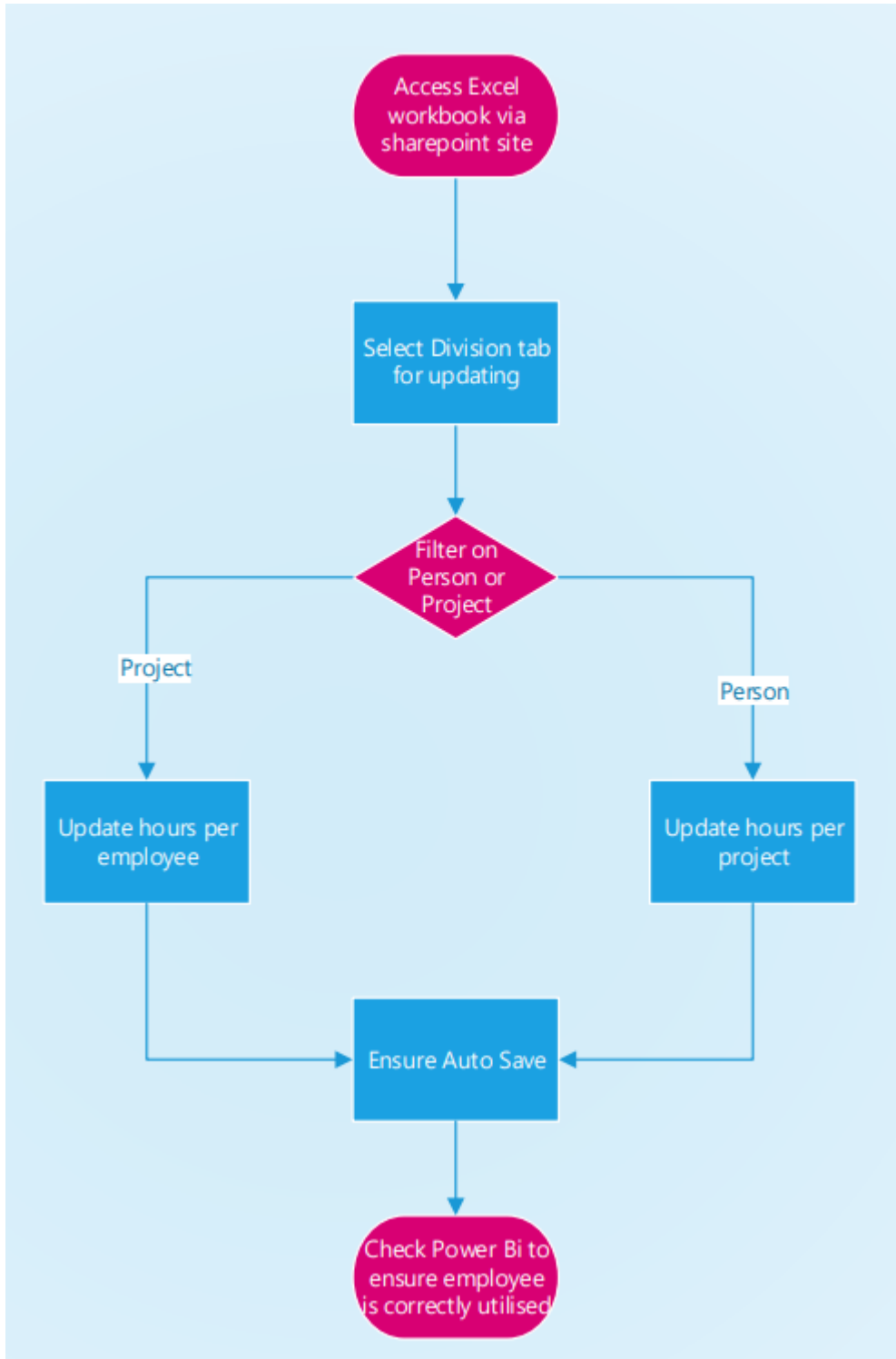
### 4. Responsibilities

Role	Responsibility
Data Entry Lead (Project Manager, Ops Manager, Ops Resource Manager etc.)	Update demand forecasts and validate resourcing data, data can be viewed in PowerBI
<a href="#">Central WFP Team</a> (Capability Growth Managers)	Maintain updates for starters and leavers in the spreadsheet, monitor data quality, and support planning activities
All Users	Review and update data monthly
Business Division Resource Leads (Set by division)	Ensure completion and accuracy of submissions from their areas
All Users	Flag new prospective projects to <a href="#">Central WFP Team</a> for inclusion in the spreadsheet

### 5. Process Overview

1. **Access the latest version of the spreadsheet** via [Insert link to SharePoint / network folder].
2. **Review and update your section** monthly:
  - a. Forecast demand for upcoming work
  - b. Validate existing resources
  - c. Identify and correct outdated or duplicate entries
3. **The WFP Central team** will ensure all **starters and leavers** are reflected correctly.
4. For **new prospects** contact [WFP Central Team](#) – email Charlotte Morgan Manley & Phil Risbridger
5. **Please utilise the WFP Hypercare page** for any queries or issues [General | Workforce Planning Hypercare | Microsoft Teams](#)

## 6. Process Overview



## 7. Data Quality and Cleansing

As part of this interim process, users are expected to:

- Review and **cleanse outdated or incorrect information**
- Validate current assignments and availability
- Ensure resource utilisation is up to date

This will enable a smoother transition to the long-term system and reduce future data migration issues.