GUIDE TO DEVELOP SAMPLE AGENCY WORKFORCE TRANSITION 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. 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		
3. 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. Once outline is agreed upon, prepare document. The document should include policies, procedures, definitions and transition philosophy for the agency. This document would ideally be shared with your administrative services employees in the form of an easy to read flow chart.	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 April 1, 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 administrative managers and leadership.	By April 15, 1999		

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4.2 Complete training worksheet for these employees	Using the Excel file [AgencyNumber]_ [DeptName].xls, enter the relevant data into the Training Worksheet for the employees identified as needing to use MARS by July 1 1999. The Curriculum Handbook will be an additional resource. Work with your agency's training lead. Follow the guidelines provided in Module 2.4 and the on-line assistance in the worksheet	By March 29, 1999		
4.3. Complete security profile forms for these employees	Description of the process and requirements for these forms will be contained in the March release of the Agency Implementation Notebook and will be supplemented by an information/training session by the MARS Implementation Team.	By ______ 1999		
5.0 Validate names to be maintained in the tool	If somebody has left, a new employee has been hired, or a change has occurred in the employer's position (promotion, etc.), update the as-is information on the tool under the As-Is Worksheet.	First round by July 1, 1999. Post July 1, 1999 as needed.		
6.0 Complete roles and training identification for remaining employees	Several employees will not have access to MARS immediately due to resource limitations in training or technology. Employees who were not identified in the first round of training or role identification should now be assessed for their future role in administrative services activities for the agency. For employees requiring training post July 1, 1999 on MARS Modules, submit a training report to Larry Clarke. This report will not serve as registration, but will help with scheduling the right courses at the right times Agency may want to identify consolidation areas (next step) before completing this step.			

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7.0 Identify Consolidation Areas	Using the list of activities that will go away and the list of activities that should require significant decreases in the level of effort, identify those positions that may be consolidated, retired, or reclassified. Confirm that numbers equal or exceed business case reductions provided to your agency by GOPM and Simplified Administrative Services. A process for conducting this analysis is presented in Guidebook2. Modify process for your agency and include in the transition strategy document.	No later than November 15, 1999		
7.1 Classify position as potential consolidation area for redeployment	On the tool, indicate that the position may be one considered for redeployment by selecting either yes or maybe			
7.2Reclassify or redeploy employees as appropriate	If redeployment will be necessary, contact the Workforce Transition Team to assist with your redeployment efforts. This team has assisted with several successful EMPOWER redeployment efforts and can provide additional guidance to you in the use of the tracking tool. Contact LaChele Taylor at 564-7233 ext 223 or Marina Alford at 564-6702 ext 2647. For each employee who is to be redeployed, plan for honest communication and careful tracking of the employee's progress using the Workforce Transition Tool.	As needed		
8.0 Train employees that have not been trained	For employees who were identified as needing training post July 1, 1999, schedule and track their participation in MARS training.	As required		
9.0 Develop new Position Descriptions	Using the Role Templates and the key and detailed activities, develop new PDs for employees that better reflect their daily activities. These new PDs will likely be reallocations rather than reclassifications. Submit to Personnel Cabinet via CICS or electronic forms	As needed (probably post 12/99)		

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10.0 Prepare reports for agency leadership	Reports from these tracking tools will provide important information to your Agency's Leadership as they are asked to show how they are meeting their business case targets. Reports that are expected to benefit your agency are included in Guidebook2 under Step8. Some of these reports include: Business case targets Post July 1 Training needs Redeployment Status	As requested. We recommend on a monthly basis beginning October 1999		