**TITLE** (This is the title of your report and should be on a separate page)

**TABLE OF CONTENTS** (This lists the topics you will cover in your report with the page number for each topic. This should be on a separate page)

**EXECUTIVE SUMMARY** (This is a brief overview on what your report is all about – approx. 50-100 words)

**DATA REVIEW** (Answer Q2 - Review & explain the data and provide a summary of the important points to consider when planning JKL’s workforce needs. 150-200 words)

**EXTERNAL ENVIRONMENT** (Answer Q3a, 3b & 3c – Examine the external environment in reference to JKL’s workforce needs. Answer this as a PEST Analysis - list all the factors under each heading of Political, Economic, Social & Technology. 200-300 words)

**JKL NEEDS** (Answer 4b - Explain what are JKL’s needs for workforce NOW and in the FUTURE and how the above analysis impacts those needs. 100-200 words)

**RECOMMENDATION**S: (Answer 4c – What are your recommendations or strategies to meet JKL’s 3 workforce objectives? 200-300 words)

**COMMUNICATION STRATEGY**: (Answer Q5 – How will you seek approval and communicate this plan to all important stakeholders – make reference to the Appendix 2 plan which you supply as a separate document)

**RISK MANAGEMENT & CONTINGENCY PLAN** (Answer Q6 – explain the risk and contingency for the 3 workforce objectives – make reference to Appendix 3 which will be supplied as a separate document)

**5: CONCLUSION** ()

Name: Title: Date:

Signature:

Encl: Communication Strategy (Appendix 2) & Risk Management Contingency Plan (Appendix 3)