**Planning Template**

Human **Resources**

**What we want to achieve? Our Organisation’s Goal?**

**Example*:*** *We will review and improve how we keep our personnel and HR records, a) to ensure we protect and respect our employee’s privacy and b) to check we are keeping information for the legal minimum periods.*

**Steps we will take to achieve this! Our implementation plan!**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Activities / what we will do | Who will take lead responsibility and organise this? | Who will help? | Inputs and resources needed (equipment, time, advice)? | When will we start this? When will we be finished? | When/how we report to others |  |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |

*Continue form as required*