*University of Phoenix Material*

Workforce Planning Worksheet

# Survey Link

Paste the link to your Microsoft® Forms Survey here:

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# Executive Summary

Outline in 350 to 525 words what you hope to learn from the questions in your survey. Address specific questions and provide a rationale for selecting each.

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Summarize in 350 to 525 words why the questions in your survey will be helpful in determining training and recruiting needs if talent is not able to be developed in-house. Highlight specific questions from your survey as examples.

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