HiFlex Physio

Staffing Plan

Name: Date:

Title:

Main Business Address:

Postal Address:

ABN:

ACN:

Staffing Plan

The purpose of this plan is to ensure that the business has sufficient staff with the right skills and experience to ensure a successful business function.

Role Requirements

The following is a detailed breakdown of the roles required to execute the business activities. It includes: the job role, the task responsibility of the role, skills required, number of staff required to fulfil each role, the estimated start date and the expected duration the staff resource will be needed on the project.

Job Title	Tasks	Responsibility	Skills Required	No Req	Est Start Date

Staff Assigned to Roles

The following is a detailed breakdown of the actual staff employed in the business, the amount of Full Time Equivalent (FTE) staff required for the role, the actual FTE acquired the pay rate and unit of the labour rate for the resource and the source from which the resource is recruited.

Job Title	Name	Req FTE FY yy-yy	Acq FTE FY yy-yy	Pay Rate	Unit	Source

Staff Loading Chart

The following includes the estimated effort in Full Time Equivalent (FTE) days required by month for each staff resource assigned to the business.

Y [ ] FTE in Days														
Job Title	**No of Staff Req**													**Total**
Total FTE														

Training Needs

The following are the detailed training needs to bring staff to a level of skill required for business execution.

Role	Name	Training Need	Timeframe Needed	Anticipated Cost	Vendor/Method

Resource Assignment Matrix

The following matrix details the nature of responsibility assignments for staff as they relate to key activities and deliverables.

R = Responsible: owns the task and responsible for its completion

A = Accountable: to whom “R” is accountable; approves/signs off on work

C = Consult: has information/capability necessary to complete work

I = Informed: must be notified of results, but need not be consulted

Business Organisation Chart

The business organisation chart is a graphical picture of the organisation and reporting relationships of the business.

Compliance Issues

Identify potential compliance issues related to staffing plans and how you plan to satisfy the requirements for each identified issue.