



**NAME OF DEPARTMENT**

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**HUMAN RESOURCE PLANNING IMPLEMENTATION REPORT (HRPIR)<sup>1</sup>**

HUMAN RESOURCE PLANNING IMPLEMENTATION REPORT	SELECT (X)		INDICATE THE PERIOD
	6-MONTHLY	<input type="checkbox"/>	
	ANNUALLY	<input type="checkbox"/>	

<sup>1</sup> The HRPIR presents human resource planning implementation progress and monitoring and evaluation results. This report should consider the structures, data collection, and analysis and processes. It also requires an assessment of and reflection on progress made in achieving the department's HR planning objectives as presented in the HR Planning Strategic Plan.

# TABLE OF CONTENTS

<b>SIGN-OFF</b>	<b>.02</b>
i. HEAD OF DEPARTMENT (SIGN-OFF)	.02
ii. EXECUTIVE AUTHORITY (SIGN-OFF)	.02
<b>SECTION ONE</b>	<b>.03</b>
1. INTRODUCTION	.03
<b>SECTION TWO</b>	<b>.04</b>
2. SUMMARY HRP DATA FACT SHEET	.04
<b>SECTION THREE</b>	<b>.05</b>
3. THE DATA QUALITY	.05
<b>SECTION FOUR</b>	<b>.06</b>
4. DISCUSSION & ANALYSIS	.06
4.1 HRP priorities	.06
4.2 Monitoring and evaluation	.06
4.3 Strategic HRP objectives and cost	.06
<b>SECTION FIVE</b>	<b>.08</b>
5. STRATEGY EVALUATIONS AND AUDITS	.08
<b>SECTION SIX</b>	<b>.09</b>
6. FINDINGS AND CHALLENGES	.09
<b>SECTION SEVEN</b>	<b>.10</b>
7. ANALYSIS AND FUTURE PLANS	.10
7.1 Implications for performance	.10
7.2 Adjustments to the HR plan	.10
<b>LIST OF TABLES</b>	
<b>Table 1</b> Data quality	<b>.05</b>
<b>Table 2</b> HRP priorities	.06
<b>Table 3</b> M & E activities from action plan	.06
<b>Table 4</b> Strategic HRP objective one	.07
<b>Table 5</b> Strategic HRP objective two	.07
<b>Table 6</b> Strategic HRP objective three	.07
<b>Table 7</b> Results summary	.08

# SIGN-OFF

## i. HEAD OF DEPARTMENT (SIGN-OFF)

This human resource plan implementation report has been **REVIEWED** by *(insert name)* \_\_\_\_\_ in my capacity as Head of Department.

I am satisfied and concur with the content of this human resource plan progress report and will ensure that the department achieves its strategic HRP objectives for the defined period.

SIGNED	
DESIGNATION	
DATE	

## ii. EXECUTIVE AUTHORITY (SIGN-OFF)

This human resource plan implementation report has been **NOTED** by *(insert name)* \_\_\_\_\_ in my capacity as the Executing Authority.

I am satisfied and concur with the content of this human resource plan progress report.

SIGNED	
DESIGNATION	
DATE	

# SECTION ONE

## I. INTRODUCTION



# SECTION TWO

## 2. SUMMARY HRP DATA FACT SHEET



This section should cover HRP data presented in diagrams and tables as per the example provided in the HRP Guideline.

1. HR plan summary
1.1 Workforce challenges
1.2 Strategies
1.3 Priorities
3. Employment by gender
3.1 Graphical representations
5. Competency gaps
5.1 Tabular representations
7. Qualifications
7.1 Tabular representations

2. Workforce demographics – age profile
2.1 Graphical representations
4. Turnover rate
4.1 Graphical representations
6. Occupational classification gaps
6.1 Tabular representations
8. Employed year ended
8.1 Graphical presentations

*It should be noted that headings are just examples.*

# SECTION THREE

## 3. THE DATA QUALITY

The data quality should be assessed in terms of the following:

- Accuracy
- Relevance
- Completeness
- Reliability
- Period applicability
- Validity

**Ratings:** 1 = Poor 2 = Average 3 = Above average 4 = Excellent

**Table I** Data quality

Data quality	Please select	(1 – 4)
Rate the quality of data for each of the areas	Age	
	Occupations	
	Qualifications	
	Training and development	
	Gender	
	Employment equity	
	Disability	
	Employee health and wellness	



Indicate the planned time frames and resources to address areas with scores less than 4.



# SECTION FOUR

## 4. DISCUSSION & ANALYSIS

### 4.1 HRP priorities

**Table 2** HRP priorities

Ranked departmental HRP priorities	Level of risk <sup>2</sup>	Approach to mitigate risk and achieve outcome

### 4.2 Monitoring and evaluation

**Table 3** M & E activities from action plan

HRP objectives	Priority <sup>3</sup>	Key activities	Risk	Outcomes	Responsible manager	Budget required	M & E date of submission of progress report

### 4.3 Strategic HRP objectives and cost



Each strategic objective section should be introduced by an overview of the objectives and should also indicate impact, quality, timeliness and value.




<sup>2</sup> H= High M= Medium L=Low

<sup>3</sup> Priority in terms of ranking, e.g. 1-5

## SECTION FOUR

**Table 4** Strategic HRP objective one


Objective	Outcome goal	Cost (Rands)

 Indicate approaches to attain the above objective.

 Approach:

**Table 5** Strategic HRP objective two


Objective	Outcome goal	Cost (Rands)

 Indicate approaches to attain the above objective.

 Approach:

**Table 6** Strategic HRP objective three<sup>4</sup>

Objective	Outcome goal	Cost (Rands)

 Indicate approaches to attain the above objective.

 Approach:

<sup>4</sup> Please add more tables if there are more than three HRP objectives.



# SECTION FIVE

## 5. STRATEGY EVALUATIONS AND AUDITS



Elaborate on relevant audits and evaluations conducted on HRP implementation.

**Table 7** Results summary

HRP objective <sup>5</sup>	HRP priority	Targets (Achieved/not achieved)



Complete this section for each strategy implemented per priority.



Strategy: \_\_\_\_\_

Description of key actions: \_\_\_\_\_

Key action 1: \_\_\_\_\_

Key action 2: \_\_\_\_\_

Key action 3: \_\_\_\_\_

Responsibility: \_\_\_\_\_

Time frame for completion: \_\_\_\_\_

Status on time frame: \_\_\_\_\_

Progress as of (dd/mm/yy) \_\_\_\_\_

<sup>5</sup> Please add more tables if there is more than one HRP objective and HRP priority.

## SECTION SIX

### 6. FINDINGS AND CHALLENGES

Consider these issues:

- What stage are you at with planning?
- Risk management?
- Has any progress been made with regard to HRP implementation?
- What further support do you need?



# SECTION SEVEN

## 7. ANALYSIS AND FUTURE PLANS

### 7.1 Implications for performance

Consider the following issues:

- Were the assumptions and objectives on which the plan was developed valid?
- Were the strategies chosen appropriate to ensure that organisational goals and objectives can be achieved?
- Were the strategies successfully implemented and completed?
- Did they achieve the required outcomes?



### 7.2 Adjustment to the HR plan



Review the HR plan.

Consider the following issues:

- Changes in HRP strategic objectives
- Future plans
- Short-term outcomes
- Medium-term outcomes
- Long-term outcomes



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