### Step 5: Review and evaluation Sheet

It is important to regularly check back on the strategy you put in place to make sure what you are doing is working. Review your plan when there are significant changes, or at least once a year. By reflecting on your planning process you can use what you’ve learned to improve future workforce planning processes. The questions below are intended to help you capture the lessons learned.

**P**

**Yes No**

1. Do you feel like you know where your business is going, and what you need to do to get there? **10**
2. Do you have a clear understanding of the areas where you need to develop your workforce to meet your goals?

3. What was successful about your planning process?

4. What would you do differently next time?

5. What actions do you need to take forward to the next planning process?