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Manpower Planning Example

Introduction

The purpose of this example is to enable you to analyse your Employee Database/Payroll records by using the fully working model to be found in an Excel 2007 work book. This page describes what that work book contains and how the modules within it work.

You will find the analysis contained in this Work Book very helpful for **basic data analysis** as well as for such issues as **succession planning, retirement planning**, the need to **monitor** and even **manage** the **health and smoking habits** of your employees and so on. A very recent report on the UK's National Health Service touched on this very issue: obesity of staff, smoking habits, sick leave (see here: <http://www.guardian.co.uk/society/2009/aug/19/nhs-sick-leave>)

With this work book you will be able to carry out a detailed

- age analysis of your staff
- competency analysis of your staff
- analysis of someone's job level together with length of service by department
- smoker analysis
- overweight analysis
- smoker and overweight analysis
- analysis of the number of courses attended by age and job level

As part of this analysis you will be using Pivot Tables: if this is new to you, you can learn all about them by buying **Excel 2007 by Excel Master**.

What is in the Work Book

Firstly, the work book is very flexible because you can set it up in any way you like: the good news is that all you need to provide is a list of data. Just copy and paste your information from your ledgers, your payroll or wherever you like. In the work book you will get when you buy it, you will find the following variables already there ... you might want to keep some or all of them ... delete what you don't want and add the other things you do want.

- Payroll Number
- First Name
- Second Name
- Competency Score
- Performance Score
- Male/Female
- Department
- Date Joined
- Service (Yrs)
- Date of Birth
- Age (Years) Today
- Age >= 60 on any date
- Age >= 60 on any date
- Overweight
- Smoker
- Job Level
- No of Courses Attended
- Appraisal Score

All you have to do is to copy and paste your data into the **Data Work Sheet** in the work book and you are then automatically presented with a wide variety of different analyses. If you add or remove

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variables, there will be some tweaking to do ... nothing too complicated though and as part of our **after sales service** we can help!

Here are some screenshots of what you will see together with a brief description of them.

Here is part of the input sheet: it's just a list of people under the headings mentioned above: maintenance of this list is so simple!

	A	B	C	D	E	F	G	I
1	Payroll No	First Name	Second Name	Random No	Competency Score	Performance Score	Sex	Depart
2	1	J	Drury	33	30.00%	35.29%	Female	Human
3	2	J	Windle	57	40.00%	47.06%	Female	Admini
4	3	A	Cooper	83	60.00%	70.59%	Male	Human
5	4	S	Sivewright	35	30.00%	35.29%	Male	Logisti
6	5	R	Schultz	70	50.00%	70.59%	Male	Produc
7	6	D	Stainton	86	70.00%	82.35%	Female	Logisti
8	7	E	Sizer	83	60.00%	70.59%	Female	Informa
9	8	R	Dearden	6	10.00%	11.76%	Female	Marke
10	9	B	Sivewright	61	40.00%	58.82%	Male	Logisti
11	10	N	Edwards	93	80.00%	82.35%	Female	Produc
12	11	A	Sizer	49	40.00%	47.06%	Male	Logisti
13	12	P	Kehoe	25	30.00%	35.29%	Female	Admini
14	13	C	Wallace	23	20.00%	35.29%	Female	Produc
15	14	D	Adamson	34	30.00%	35.29%	Male	Marke
16	15	V	Taylor	55	40.00%	47.06%	Female	Produc
17	16	N	Walker	46	40.00%	47.06%	Male	Produc
18	17	T	Wallace	16	20.00%	23.53%	Male	Produc
19	18	L	Edwards	17	20.00%	23.53%	Female	Admini
20	19	G	Dearden	68	40.00%	70.59%	Male	Human

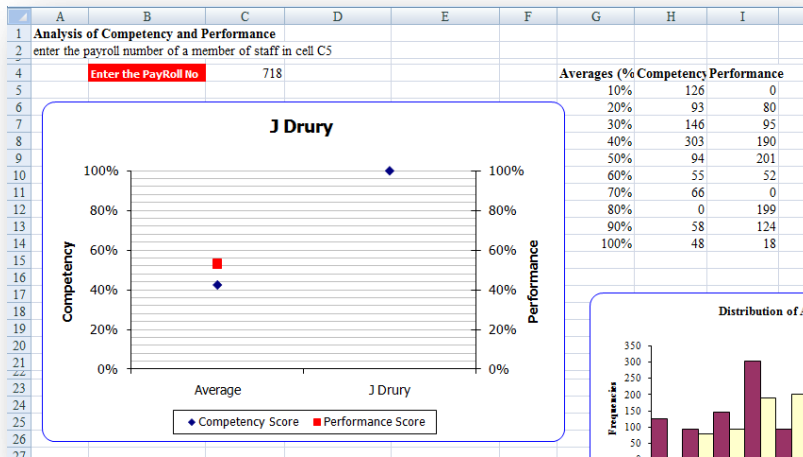
Here is **part of** the age analysis of the workforce based on the input work sheet: we have kept it very simple so that no one needs to strain their eyes to read it and everything is shown step by step. If you like, you can split these outputs over several work sheets or drag and drop things around this work sheet ... it's entirely up to you!

	A	B	C	D	E	F
1	Age of Employees as at Today's Date					
2						
3	Raw Ages	Frequency	Basic Age Analysis			Years
4	up to	20	59	Maximum age employees		67.68
5	20 to	30	222	Minimum age of employees		17.09
6	30 to	40	210	Standard deviation of age of employees		14.77
7	40 to	50	183	Length of Service Analysis		
8	50 to	60	192	Maximum service years employees		47.67
9	60 to	70	134	Minimum service years of employees		6.38
10					Standard deviation of service years of employees	11.96
11						
12						
13	Number at Retirement Age or Greater					No
14	As at 31/12/2007					112
15	As at 1/1/2019					318
16						
17						

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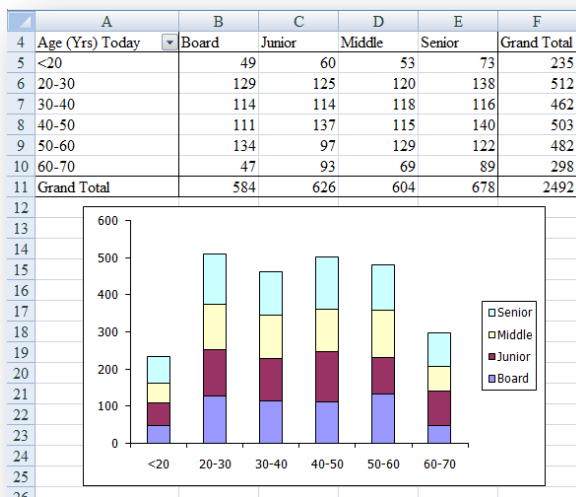
The screenshot below shows the analysis of ONE employee's competency score together with a summary of the competency scores of all of your employees ... instantly you can change/choose the employee to select and instantly you can compare each employee with your averages.



Have you ever seen the age profile analysis by job levels of your staff? Here it is!



The screenshot below shows the analysis of the ages of your staff by job level.



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Conclusions

This deceptively simple Excel 2007 work book provides manpower planners, HR managers and even Training Department managers with significant insights into their employees. There is no doubt that this manpower planning module will help your organisation with the following features, among others

- basic data analysis
- succession planning
- retirement planning
- monitoring and even managing the health of your employees

What you get when you buy

When you buy this manpower planning module this is what you will receive

- the full and complete Excel 2007 version of the file manpower_planning.xlsx
- an electronic copy of this introduction to the software
- email based support to help you to set up and run your customised version of the work book

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