

# Completing the Workforce Development FY 24/25 Sustainability Plan Strategies and Goals

The purpose of this document is to report on the progress of your agency's FY 24/25 (Year 1) Workforce Development Sustainability Plan Strategies and Goals. The report should be thorough and accurate, reflecting the status of your agency's efforts. Please follow the steps below to complete the report. **You will need the Final Approved Sustainability Plan submitted by your agency in FY 23-24 to report progress.**

## Instructions for Steps 1-7

### General Information

- **Report Date:** Enter the date you are completing the report.
- **Agency Name:** Provide the name of your agency.
- **Prepared By/E-mail:** Enter the name of the individual preparing the report and their email address.

1. Executive Summary	<b>Overall Plan Status:</b> Select the <b>current status</b> of the overall plan from the dropdown menu: <b>Not Started:</b> Work has not initiated <b>On Track:</b> No current challenges and action items/steps are progressing as planned to be completed by the identified due dates. <b>Delayed:</b> Challenges are causing delays and are impacting the timely completion of action items/steps <b>On Hold:</b> Work was initiated but placed on hold. <b>Complete.</b> All deliverables were met.
	<b>Overall Progress:</b> Provide a summary of your agency's overall progress towards implementing the Year 1 strategies and goals. Specify the FY year period.
	<b>Key Achievements:</b> Highlight significant accomplishments during this period.
	<b>Plan on Hold or Delayed:</b> If the plan is on hold or delayed, provide a detailed explanation.
2. Retention Rate	Enter retention rate as of June 2024, current retention rate as of this reporting period and the agency's target retention rate and achievement date.
3. Workforce Sustainability Plan Monitoring Overview	<b>Change Leader:</b> Enter the name of the person responsible for leading changes related to this goal.
	<b>SMART Goal:</b> Select improvement area category and sub-category, cut and paste smart goal, and smart goal target completion date. If smart goal was revised, explain why. Select the current status of the SMART Goal, detail the key actions completed and next steps.
	<b>Milestone Status:</b> For each milestone related to the SMART goals, copy and paste each milestone and select the current status.
	<b>Next Steps:</b> Outline the next steps based on the current status and findings.
	Repeat the process for each SMART goal and its respective milestones.
4. Challenges and Resolution Actions	<b>Challenges:</b> List any critical issues that have impacted progress towards completing goals and/or milestones.
	<b>Resolution Strategies:</b> Describe the strategies used to resolve these challenges.
	<b>Support Needed:</b> Identify any support or resources needed to overcome challenges.
5. Assessing Feedback	<b>Feedback Collection:</b> Describe how your agency is collecting and assessing staff feedback and engagement during the implementation process. This could include surveys, polls, or other communication strategies.
6. What Did You Learn	Document any unexpected outcomes or lessons learned from implementing Year 1 activities.
7. Attestation	<b>Name:</b> Enter your full name. <b>Title:</b> Provide your job title. <b>Date:</b> Enter the date of submission. By completing this section, you confirm that the information provided is accurate and complete.

Ensure that all sections are filled out accurately and comprehensively. The completed report should provide a clear picture of your agency's progress, challenges, and the effectiveness of the strategies implemented in FY 24/25 (Year 1 of the Workforce Sustainability Plan).