



INTERNAL PLANNING / 01

Workforce coverage and working-time planning

Plan coverage by time period and department. Record activities, staffing needs and observations before assessing working-time alternatives.

Company

Workplace

Planning period

Time period Schedule or interval	Department Unit or team	Activity Function to be covered	Planned coverage Staffing or handover needs	Observations Discrepancies or open points

Internal review / next step

Record the decision to be reviewed, the person responsible and any outstanding information.