

# Strategic HR Budget Implementation Guide

## Phase 1: Assessment & Planning (Weeks 1-2)

### Budget Analysis

- Review remaining EOY budget
- Break down available funds by priority areas:
  - Performance & Development (recommended: 30%)
  - Upskilling Programs (recommended: 25%)
  - Employee Experience (recommended: 20%)
  - DEI Initiatives (recommended: 15%)
  - HR Technology (recommended: 10%)

### Needs Assessment

- Conduct rapid employee survey
- Review performance review data
- Analyze skill gap reports
- Audit current HR tech stack
- Review DEI metrics

## Phase 2: Program Design (Weeks 3-4)

### Performance & Development

- Design updated review templates
- Create development plan framework
- Define coaching program structure
- Set measurement criteria

### Upskilling Initiative

- Identify top 3 skill gaps
- Research training providers
- Design pilot program
- Create assessment criteria

### Employee Experience

- Define core experience improvements
- Select recognition platform
- Design wellness program
- Create communication plan

### DEI Programs

- Set specific DEI targets
- Design ERG support structure
- Plan quarterly events
- Create measurement framework

### Technology Implementation

- Define tech requirements
- Research vendors
- Plan integration approach
- Design training program

