

ISO 30434:2023-06 (E)

Human resource management - Workforce allocation

Contents		Page
Foreword		iv
Introduction		v
1	Scope	1
2	Normative references	1
3	Terms and definitions	1
4	Workforce allocation	2
5	Understanding the organization	3
5.1	General	3
5.2	Organization characteristics	3
5.3	Work characteristics	3
5.4	Worker characteristics	4
5.5	Allocation characteristics	4
5.6	Allocator characteristics	4
5.7	Communication characteristics	5
5.8	Stakeholders	5
5.9	Rules and policies	5
5.10	Objectives and success factors	6
6	Create a framework	7
7	Design the process	8
7.1	General	8
7.2	Units	8
7.3	Pools	8
7.4	Allocation stages	9
7.4.1	General	9
7.4.2	Allocation steps	10
7.4.3	Allocation period	10
7.4.4	Allocation horizon	11
7.4.5	Information flow	11
7.5	Workforce allocator and validator	12
7.5.1	General	12
7.5.2	Directed allocation and self-allocation	12
7.5.3	Allocation systems	12
7.6	Allocation steps	13
7.6.1	Step 1: Prepare	13
7.6.2	Step 2: Assign	15
7.6.3	Step 3: Inform	17
7.6.4	Step 4: Respond	18
8	System measurement	18
9	Documentation and communication	19
10	Continual improvement	19
Annex A (informative)	Characterizing work and workforce	20
Annex B (informative)	Preventative actions	23
Annex C (informative)	Workforce allocation examples	24
Bibliography		38