

Workforce Planning & Headcount Management

Plan and manage workforce growth with real-time visibility into headcount, hiring, and organizational structure.

Specification

SKU	BUS-HRS-WFP
Solution area	Business Operations
Works with	Employee Lifecycle Management, Budget Planning & Management, People Operations Hub, Project Management
Updated	Sep 26, 2026
Datasheet	v1.0

What it is

Workforce Planning & Headcount Management is the process of forecasting workforce needs, managing headcount, and aligning hiring with organizational strategy. It ensures that organizations have the right people, in the right roles, at the right time.

SmartSuite's Workforce Planning & Headcount Management solution provides a structured, scalable system to plan workforce growth, manage headcount, and align hiring with organizational strategy.

It enables organizations to move from static headcount spreadsheets and disconnected planning processes to a centralized, real-time workforce planning system.

Core capabilities

Headcount Planning & Tracking

Monitor current and planned workforce size.

Hiring Plan Management

Define and track hiring goals and timelines.

Workforce Forecasting & Scenario Planning

Model future workforce needs and growth scenarios.

Organizational Structure Planning

Visualize and manage team and department structures.

Budget & Cost Alignment

Align headcount with financial planning and budgets.

Capacity & Resource Planning Integration

Connect workforce plans with operational needs.

Real-Time Workforce Visibility

Track workforce distribution and changes.

Approval Workflows for Hiring Plans

Manage hiring approvals and governance.

Dashboards & Workforce Analytics

Provide insights into workforce trends and performance.

The Workforce Planning Lifecycle

Step 1 Define Workforce Strategy Establish headcount and hiring goals.	Step 2 Plan & Forecast Workforce Needs Model growth and resource requirements.	Step 3 Approve Hiring Plans Route plans through leadership and finance.	Step 4 Execute Hiring & Track Headcount Monitor progress against plans.	Step 5 Optimize Workforce Continuously
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Who it is for

HR Leaders Plan workforce strategy and hiring.	Finance Leader / CFO Align headcount with budgets and forecasts.	Executives (CFO, COO) Monitor workforce growth and strategy.
Department Leaders Plan hiring and manage team structure.	Operations Teams Align workforce with operational needs.	Analysts Track workforce trends and performance.

Works with

Employee Lifecycle Management Tracks headcount and employee status.	Budget Planning & Management Aligns workforce costs with financial planning.
People Operations Hub Provides organizational structure and roles.	Project Management Aligns workforce with operational capacity.

Built differently. Workforce Planning & Headcount Management runs on the same relational platform as every other SmartSuite product, so its records link to the risks, controls, issues and evidence they affect, and every report reflects the current state rather than a copy.

See it working with your data

Ask your SmartSuite account team for a demo of Workforce Planning & Headcount Management configured for your organization, or read the full product entry at smartsuite.com/products/workforce-planning-headcount-management.

Schedule a demo