

COPS Baseline 2-4: Six Month Forecasting

ABSTRACT

The *Six Month Forecasting* tool is a linked Microsoft Excel spreadsheet that provides Surveys Managers with the ability to determine their total staffing needs by individual and classification on a month by month basis; based on data input for up to 10 separate ongoing projects and 8 promotional or proposed projects.

Detailed instructions for how to use the spreadsheet are included in the document.