



## **Project Workforce Forecast Instructions Building Construction & Non-Building Construction**

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### **Header Section**

1. Enter the MSD Project Number
2. Enter the MSD Project Name
3. Enter the Prime Contractor's Name
4. Period Start Date: Enter the anticipated date for work to begin (boots on the ground).
5. Period End Date: Enter the anticipated date for work to end (boots on the ground).

### **Company Information Section**

1. Company Name: Enter the name of the employee's company.
2. Company Role: Identify if the employee works for the Prime Contractor or a Sub Contractor.
3. Scope of Work: Enter the Scope of Work for the specified company.
4. Anticipated Start (Month/Year): Enter the anticipated start date for the specified company.
5. Anticipated End (Month/Year): Enter the anticipated end date for the specified company.
6. Non-Minority Male Hours (Journeyman): Enter the anticipated total project hours for this category.
7. Non-Minority Female Hours (Journeyman): Enter the anticipated total project hours for this category.
8. Minority Male Hours (Journeyman): Enter the anticipated total project hours for this category.
9. Minority Female Hours (Journeyman): Enter the anticipated total project hours for this category.
10. Non-Minority Male Hours (Apprentice): Enter the anticipated total project hours for this category.
11. Non-Minority Female Hours (Apprentice): Enter the anticipated total project hours for this category.
12. Minority Male Hours (Apprentice): Enter the anticipated total project hours for this category.
13. Minority Female Hours (Apprentice): Enter the anticipated total project hours for this category.

### **Signature/Final Section**

1. Sign and Date the Project Workforce Forecast form.
2. Attached any additional documentation, such as Good Faith Effort documentation.
3. Submit the completed Project Workforce Forecast form along with the Initial 60 Day Workforce Plan to MSD Diversity at [diversity@stlmsd.com](mailto:diversity@stlmsd.com).