

TRAINING PLAN

Date:

Project Identification

Project Name: _____

Project Manager: _____

Programme Manager: _____

GENERAL INFORMATION

Purpose

Describe the purpose of the Training Plan.

Scope

Describe the scope of the Training Plan as it relates to the project.

Project References

Provide a list of the references that were used in preparation of this document.

Acronyms and Abbreviations

Provide a list of the acronyms and abbreviations used in this document and the meaning of each.

General Training Prerequisites

Briefly summarize the general training prerequisites for each type of training mentioned in this plan.

EVALUATION

Indicators

Outline the metrics that will be captured and how they will be captured.

Some of the metrics that should be tracked include:

- *Total staff*
- *Duration (estimated versus actual)*
- *Number of attendees (estimated versus actual)*
- *Percent of total attended*
- *Percent of estimated attended*

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Strategy

Describe how feedback will be elicited from personnel to ensure that training objectives were met. Describe how the feedback received will be analyzed and what will be done with the analysis results to ensure that training objectives are met.

TRAINING APPROACH

Training Requirements

Describe or list the skills required to support project lifecycle activities. Match those requirements to the existing personnel skill sets to determine the training need for the project.

Roles and Responsibilities

Identify the personnel and their responsibilities for identifying and developing the training materials. Identify the person and organization that will conduct the training.

Techniques and Tools

Describe the training techniques to be used. *These techniques may include computer-based instruction, self-paced written manual, peer training, hands-on practical sessions, classroom lectures, or any combination of the above.*

Identify the tools needed for the training, such as online terminals or PC workstations, training manuals, classroom facilities, and any computer center resources.

Training Prerequisites

Identify any prerequisites for individuals to receive training, and develop a strategy regarding prerequisite training as necessary.

Schedule

Prepare a training schedule to include the following information:

- Identification and development of course content and materials
- Planned training dates
- Post training reporting

- Names of students
- Names of instructor
- Location of session

Curriculum

Briefly describe the curriculum for each proposed training class or attach course description from the vendor.

