

Project Leader: Geoff Higgins

Project: Training Needs Analysis

Date: 12/10/2001

Project Objective: Identify gap between current and required capabilities; & how to fill gap.

Objectives	Major Tasks	Project Completed By: 14 January 2002												Owner / Priority				
○ ○ ○ ○	1 Plan project	○	○													A		
○ ○ ○ ○	2 Identify statutory requirements			○	○											B	A	
○ ○ ○ ○	3 Understand organisational climate				○	○										A	B	B
○ ○ ○ ○	4 Identify capability requirements by role				○	○										A	A	B
○ ○ ○ ○	5 Signoff capability requirements						○	○	○							A		
○ ○ ○ ○	6 Identify individual competencies						○	○	○	○							A	B
○ ○ ○ ○	7 Identify department aspirations and concerns								○	○	○					B	A	B
○ ○ ○ ○	8 Document the 'gap'										○	○				A	B	B
○ ○ ○ ○	9 Identify required training											○	○	○		A		
○ ○ ○ ○	10 Write & submit report												○	○		A	C	C
		15-Oct	22-Oct	29-Oct	5-Nov	12-Nov	19-Nov	26-Nov	3-Dec	10-Dec	17-Dec	24-Dec	31-Dec	7-Jan	Geoff	Julie	John	

# People working on the project	1	1	1	3	3	3	2	2	1	1	0	0	1
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Objectives Identify capability requirements Identify current capabilities Communicate the gap Describe how to bridge the gap.	Major Tasks	Target Dates	Measures
	Target Actual Variance ● No. of Roles (capability requirements) 89 0 -89 ● No. of Employees (capabilities assessed) 312 0 -312 ● No. of Departments (completed) 5 0 -5		
	Summary & Forecast		

People	<input type="text" value=""/>	\$70000
Other Exp	<input type="text" value=""/>	\$5,500
Capital	<input type="text" value=""/>	

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The Software Project Manager's Handbook Dwayne Phillips,1998-07-11 Written for researchers professors practitioners students and other computing professionals this book covers Basics that Work at Work People Process and Product Visibility Configuration Management Process Planning Risk Management Requirements Design Testing Managing a Project Day by Day Managing Software Maintenance and more **Plumbing Engineer** ,1987

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