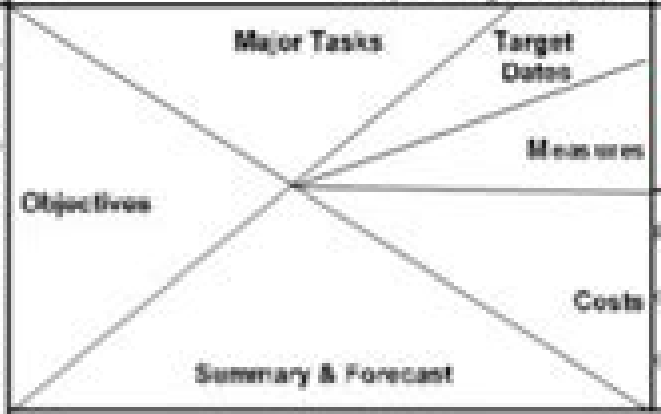
Project Leader: Geoff Higgins **Project:** Training Needs Analysis Date: 12/10/20xx

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

Objectives					Major Tasks	Project Completed By: 14 January 20xx												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	B
				5	Signoff capability requirements													A		
				6	Identify individual competencies														A	B
				7	Identify department aspirations and concerns													B	A	
				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			

Identify capability requirements
Identify current capabilities
Communicate the gap
Describe how to bridge the gap



	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

People $70000
Other Exp $6,500
Capital $nil

Adequate Worrisome Dangerous

Sample Project Plan – Showing the Project Plan

One Page Project Manager

ML Morrison

One Page Project Manager:

The Enigmatic Realm of **One Page Project Manager**: Unleashing the Language is Inner Magic

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Table of Contents One Page Project Manager

1. Understanding the eBook One Page Project Manager
    - The Rise of Digital Reading One Page Project Manager
    - Advantages of eBooks Over Traditional Books
2. Identifying One Page Project Manager
    - Exploring Different Genres
    - Considering Fiction vs. Non-Fiction
    - Determining Your Reading Goals
3. Choosing the Right eBook Platform
    - Popular eBook Platforms
    - Features to Look for in an One Page Project Manager
    - User-Friendly Interface
4. Exploring eBook Recommendations from One Page Project Manager
    - Personalized Recommendations
    - One Page Project Manager User Reviews and Ratings

- One Page Project Manager and Bestseller Lists

5. Accessing One Page Project Manager Free and Paid eBooks
    - One Page Project Manager Public Domain eBooks
    - One Page Project Manager eBook Subscription Services
    - One Page Project Manager Budget-Friendly Options
6. Navigating One Page Project Manager eBook Formats
    - ePub, PDF, MOBI, and More
    - One Page Project Manager Compatibility with Devices
    - One Page Project Manager Enhanced eBook Features
7. Enhancing Your Reading Experience
    - Adjustable Fonts and Text Sizes of One Page Project Manager
    - Highlighting and Note-Taking One Page Project Manager
    - Interactive Elements One Page Project Manager
8. Staying Engaged with One Page Project Manager
    - Joining Online Reading Communities
    - Participating in Virtual Book Clubs
    - Following Authors and Publishers One Page Project Manager
9. Balancing eBooks and Physical Books One Page Project Manager
    - Benefits of a Digital Library
    - Creating a Diverse Reading Collection One Page Project Manager
10. Overcoming Reading Challenges
    - Dealing with Digital Eye Strain
    - Minimizing Distractions
    - Managing Screen Time
11. Cultivating a Reading Routine One Page Project Manager
    - Setting Reading Goals One Page Project Manager
    - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of One Page Project Manager
    - Fact-Checking eBook Content of One Page Project Manager
    - Distinguishing Credible Sources

13. Promoting Lifelong Learning
    - Utilizing eBooks for Skill Development
    - Exploring Educational eBooks
14. Embracing eBook Trends
    - Integration of Multimedia Elements
    - Interactive and Gamified eBooks

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