

**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	Major Tasks	Target Dates	Measures	Target	Actual	Variance
Identify capability requirements Identify current capabilities Communicate the gap Describe how to bridge the gap.	Major Tasks Target Dates Measures	Target Dates	● No. of Roles (capability requirements)	89	0	-89
			● No. of Employees (capabilities assessed)	312	0	-312
			● No. of Departments (completed)	5	0	-5

Objectives	Summary & Forecast	Costs
Identify capability requirements Identify current capabilities Communicate the gap Describe how to bridge the gap.	Summary & Forecast	People: <input type="text" value="170000"/>
		Other Exp: <input type="text" value="15,500"/>
		Capital: <input type="text" value="0"/>

■ Adequate   
 ■ Warning   
 ■ Dangerous

Sample Project Plan – Showing the Project Plan

# One Page Project Manager

**Sebastian Brünink**



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**Biennial Report to the Legislature** Minnesota. Legislature. Legislative Commission on Minnesota Resources, 1999  
**Chemical Engineering**, 1984 *Handbook of Environmental Psychology* Robert B. Bechtel, Arzah Ts'erts'man, 2002

Comprehensive handbook providing an overview of the theories research and applications critical to Environmental Psychology It aims to define the ongoing revolution in thinking about how the environment and psychology interact *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 *The One-Page Project Manager* Basma Issa, 2014-11-01 Project management is the application of processes methods knowledge skills and experience to achieve the project objectives A project is a unique transient endeavour undertaken to achieve planned objectives which could be defined in terms of outputs outcomes or benefits A project is usually deemed to be a success if it achieves the objectives according to their acceptance criteria within an agreed timescale and budget The core components of project management are defining the reason why a project is necessary capturing project requirements specifying quality of the deliverables estimating resources and timescales preparing a business case to justify the investment securing corporate agreement and funding developing and implementing a management plan for the project leading and motivating the project delivery team managing the risks issues and changes on the project monitoring progress against plan managing the project budget maintaining communications with stakeholders and the project organisation provider management closing the project in a controlled fashion when appropriate **Fundamentals of Project Management** Rory Burke, 2010 *Fundamentals of Project Management* explains how to use the latest project management planning and control tools and techniques used by the planning software the APM BoK 5ed the PMBOK 4ed and the unit standards level 4 The text uses plenty of worked examples

and exercises to explain how to use all the body of knowledge topics and particularly the Project Management Process and the Project Management Plan Target Market Project managers new to project management who are managing projects of limited complexity Project team members who are responsible for performing all the calculations reporting and the administration functions Contractors suppliers and consultants who participate in projects Support Material An INSTRUCTOR GUIDE and POWERPOINTS SLIDES are available upon request     **Leadership in Project Management Annual ,2005**

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