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			

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

Major Tasks — Target Dates — Measures — Objectives — Summary & Forecast

	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

Costs:
- People: $70000
- Other Exp: $6,500
- Capital: $nil

■ Adequate   ■ Worrisome   ■ Dangerous

Sample Project Plan – Showing the Project Plan

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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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