

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

Objectives Identify capability requirements Identify current capabilities Communicate the gap Describe how to bridge the gap.	Major Tasks	Target Dates	Measures
	Summary & Forecast	Costs	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		
People: <input type="text" value="170000"/>		Other Exp: <input type="text" value="15,500"/>	
Capital: <input type="text" value="Nil"/>		Legend: ● Adequate ● Warning ● Dangerous	

Sample Project Plan – Showing the Project Plan

One Page Project Manager

JL Elias



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