

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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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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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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