

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		

Costs People: <input type="text" value="170000"/> Other Exp: <input type="text" value="15,500"/> Capital: <input type="text" value="Nil"/>	Adequate Warning Dangerous
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Sample Project Plan – Showing the Project Plan

One Page Project Manager

Clark A. Campbell, Mike Collins



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Project Management for Small Design Firms Howard G. Birnberg, 1992 Shows how to adapt project management techniques used by large design companies to companies with limited staff time and money Includes the training and qualities of a good project manager selecting the right contract for the project using the latest computer resources and other advice Annotation copyrighted by Book News Inc Portland OR **PMP: Project Management Professional Exam Deluxe Study Guide** Kim Heldman, 2018-02-28 NOTE The book included the incorrect URL to access the online test banks provided with the purchase of this book The correct URL is www.wiley.com/go/sybextestprep Comprehensive hands on prep for the latest PMP exam PMP Project Management Professional Exam Deluxe Study Guide Third Edition is your ultimate resource for one stop exam preparation Fully updated to reflect the latest version of the PMP exam this guide provides coverage of the entire exam outline with clear explanations every step of the way Expanded coverage of AGILE includes the basic principles value driven delivery stakeholder engagement team performance adaptive planning problem detection and resolution and continuous improvement to align with the A Guide to the Project Management Body of Knowledge PMBOK 6th Edition and its increased emphasis on agile adaptive and iterative practices Each chapter includes hands on scenarios that help you internalize essential PMP concepts and How This Applies to Your Current Project sidebars illustrate real world applications of important project management practices You also get a year of FREE access to the Sybex interactive online learning environment featuring an assessment test electronic flashcards practice questions and audio review with this new edition you also get access to free eBooks and bonus chapter resources to supplement your learning and deepen your understanding Two bonus practice CAPM exams are provided for those studying for the Certified Associate level exam If you are serious about earning your PMP certification you have to be serious about prep This guide is packed with resources information and the tools you need to succeed on the big day Master 100 percent of the exam objectives including expanded coverage of agile Practice applying your skills to real world workplace scenarios Access online practice questions flashcards and two bonus

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Business **Proceedings** American Petroleum Institute. Division of Refining, 1967 **Naval Engineers Journal**, 1978
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

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