

**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

<b>Objectives</b> Identify capability requirements Identify current capabilities Communicate the gap Describe how to bridge the gap.	<b>Major Tasks</b>	<b>Target Dates</b>	<b>Measures</b>
	<b>Summary &amp; Forecast</b>	People: <input type="text" value="170000"/>	Other Exp: <input type="text" value="15,500"/>
	Capital: <input type="text" value="Nil"/>	Target: 89 Actual: 0 Variance: -89	Target: 312 Actual: 0 Variance: -312

Adequate    
  Worrisome    
  Dangerous

Sample Project Plan – Showing the Project Plan

# One Page Project Manager

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