

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
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Adequate
 Worrisome
 Dangerous

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