

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 |
| | 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 | | |

| | | |
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