

**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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<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>
	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		
	<b>Summary &amp; Forecast</b>		

People	<input type="text" value=""/>	\$70000
Other Exp	<input type="text" value=""/>	\$5,500
Capital	<input type="text" value=""/>	

Adequate       Worrisome       Dangerous

Sample Project Plan – Showing the Project Plan

# One Page Project Manager

**Richard Bailey**



**One Page Project Manager:**

## Unveiling the Energy of Verbal Beauty: An Psychological Sojourn through **One Page Project Manager**

In some sort of inundated with screens and the cacophony of instant communication, the profound power and emotional resonance of verbal art usually diminish in to obscurity, eclipsed by the continuous assault of sound and distractions. Yet, located within the lyrical pages of **One Page Project Manager**, a fascinating perform of fictional brilliance that pulses with fresh emotions, lies an wonderful journey waiting to be embarked upon. Penned by a virtuoso wordsmith, this exciting opus manuals readers on an emotional odyssey, delicately revealing the latent possible and profound influence embedded within the complicated internet of language. Within the heart-wrenching expanse with this evocative examination, we shall embark upon an introspective exploration of the book is key subjects, dissect its interesting writing style, and immerse ourselves in the indelible effect it leaves upon the depths of readers souls.

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