

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="0"/>
	Legend: ● Adequate ● Warning ● Dangerous

Sample Project Plan – Showing the Project Plan

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Karin Nielsen-Saines



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 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 and exercises to explain how to use all the body of knowledge topics and particularly the Project Management Process and the Project Management Plan Target Market Project managers new to project management who are managing projects of limited complexity Project team members who are responsible for performing all the calculations reporting and the administration functions Contractors suppliers and consultants who participate in projects Support Material An INSTRUCTOR GUIDE and POWERPOINTS SLIDES are available upon request Leadership in Project Management Annual ,2005 Getting Organized with MacProject II Peggy J. Day,1990

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