**Department or Program Name**

**[System/Application Name]**

|  |
| --- |
| **Training Plan** |

**Training Plan**

Template Guideline

To aid in the completion of Training Plan please adhere to the following guidelines. For specific information regarding project deliverables, please refer to the University Services Program Management Office. R**emove these guidelines from the completed document**.

**Document Information and Approvals**

|  |  |
| --- | --- |
| **Version History** | |
| **Version #** | **Date** | | **Revised By** | **Reason for change** |
| **1.0** | **8/15/11** | | **Diane Kleinman** | **1st Draft** |
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| **Document Approvals** | |
| **Approver Name** | **Project Role** | | **Signature/Electronic Approval** | **Date** |
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Introduction

Describe the purpose of the training plan and the organization of the document.

## Scope

Describe the project and/or organizational boundaries of the training (e.g., initial training, remedial training, etc.).

## Objectives

Describe the objectives or the expected results of the training. These objectives should be expressed as actions that the users will be expected to perform once they have been trained (e.g., Move and copy files, delete files, access files remotely).

## Background

Describe the application that is being trained on and an overview of the curriculum.

Training Strategy

## Roles and Responsibilities

Identify the role and responsibilities of the training staff. For example, who are will deliver the training, who will develop the materials, etc. Include people who may be consultants or experienced users who may also be assisting.

|  |  |
| --- | --- |
| Deliver Training | John Smith  Sally Johnson |
| Develop Training Materials | Jim Bob  Bobby Joe |
| Content Experts | Sue  Deb  John |

## Training Sources

Identify the source or the provider of the training. Training may be developed in-house or contracted to an outside vendor.

## Dependencies/Constraints/Limitations

Identify all known dependencies or constraints that could possibly affect training on this project.

## Training Resources

Identify all of the essential resources needed for the training including instructor availability.

## Training Environment

Describe the equipment and facilities needed for the training, including special training environments.

## Training Materials

Describe the type of training materials required for the training. Include a sample training outline.

### Update/Revise Training Materials

Describe how training materials will be kept updated.

## Training Schedule

Prepare a training schedule to include the following information:

* Planned training dates
* Names of students
* Names of instructor
* Location of session

## Training Evaluation

Describe how the training will be evaluated. Evaluation tools or forms should be included. Describe how the training will be modified as a result of the evaluations.