**Department or Program Name**

**System/ Application Name**

C:\Program Files\Microsoft Office\MEDIA\OFFICE12\Lines\BD21315_.gif

**Training Schedule Template**

**Document Information and Approvals**

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| Version History | |
| Version # | **Date** | | **Revised By** | Reason for change |
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| Approver Name | **Project Role** | | **Signature** | 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.