# Training Plan Description

The Training Plan outlines the scope and strategy to bridge gaps in current vs. desired skills, knowledge, and performance related to a project’s changes. The plan identifies the training courses and defines the outputs for training development and delivery.

This work dovetails with the stakeholder analysis, change impact analysis, and interviews with leaders and stakeholders.

# Instructions

1. Use the Mapping tab in the Training Plan template to understand the high-level steps in understanding the training needs.
   1. Consult the Business Process Alignment documentation to understand the current practices and processes.
   2. Align on the processes within the scope that may require training to bridge gaps in skills, knowledge, and performance.
   3. Map the business processes to job roles (or job titles)
   4. Identify training needs by job role or title.
2. Update the Training Needs tab.
   1. Update the first three columns (Value Stream Process, Business Process, and Sub-Process) for the processes within the scope of your project.
   2. Add the job roles (titles) in the Job Titles cells in the first row.
   3. Identify what role needs to perform the activity/task outlined in the first three columns.
3. Update the Curriculum Plan tab
   1. Aggregate the activities/tasks from the Training Needs tab. You can do this by grouping activities/tasks for each role and adding roles that require the same training.
   2. Identify the roles for each Module.
   3. Define the high-level learning objectives. A simple way to do this is to add bullet points to finish this sentence: “Upon completion of this course, participants will be able to…”
   4. Determine how the training will be delivered.
   5. Estimate the duration of the training.
   6. Add notes or comments to guide the development team.

# Suggestions

* Training development time is typically “squeezed” very close to the go-live date. If you feel you don’t have enough time, focus the training on the critical activities/tasks that end-users need to understand and perform.
* Review the training plan with the project leader, sponsor, key influencers, and subject matter experts to validate that the training will meet the business needs.
* Focus training on “HOW TO DO MY JOB USING THE SYSTEM AND PROCESS.” Try to focus on the end-to-end process, not just the system changes.