Training Annual Plan

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# Scope and Vision

## Scope[[1]](#endnote-1)

## Vision[[2]](#endnote-2)

## Applicable period

# Budget Requirements

|  |  |  |
| --- | --- | --- |
| Sr. No. | Item | Proposed Budget |
| 1. |  |  |
| 2. |  |  |
|  | **TOTAL** |  |

# Resource Plan

All man, machine and material resources are to be identified here.

|  |  |  |  |
| --- | --- | --- | --- |
| Sr. No. | Resources | Description | Schedule |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |

# Proposed Schedule

The detailed Schedule is maintained in the yearly training calendar.

# Training Plan[[3]](#endnote-3)

# Quality Plans

## Audit Plan

The audit plan here refers to the audits done against the Training function. Due care has to be taken to avoid conflicts-of-interest and to ensure objectivity.

Audit observations and corresponding actions (if any) will be recorded in the Audit Checklist, a copy of which is duly sent to the PEG.

|  |  |  |  |
| --- | --- | --- | --- |
| Sr. No. | Auditor | Auditee | Timelines |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |
| 7. |  |  |  |
| 8. |  |  |  |
| 9. |  |  |  |
| 10. |  |  |  |

## Review Plan

Plan for the review of training material and other training artifacts.

## Senior Management Review Plan[[4]](#endnote-4)

|  |  |
| --- | --- |
| Agenda | Schedule |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

## Measurement and Analysis Plan

The measurement activities to analyse the Training functions effectiveness are defined as under:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sr. No. | Measurements | Purpose | Goal | Reported to |
|  |  |  |  |  |

The agreed-upon metrics will be shared with the PEG, in the form of a metrics report, in or before the regular PEG meetings, for analyzing the results and concerns with the process execution. The PEG will ensure that the planned parameters are executed successfully.

# Configuration & Data Management Plan[[5]](#endnote-5)

## List of Configurable Items and Access Details

|  |  |  |  |
| --- | --- | --- | --- |
| Sr. No | Configuration Item | Location | Access rights |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Backup and Restoration Plan

The backup and restoration for this process’ artefacts is in line with the Org. Backup and Restoration Plans.

# Roles & Responsibility Matrix

|  |  |  |  |
| --- | --- | --- | --- |
| Sr. No. | ROLES | Name | Involvement |
|  | Training coordinator |  |  |
|  | Reviewers |  |  |
|  | Sr. Management |  |  |
|  | Auditors |  |  |
|  | IT support |  |  |
|  |  |  |  |
|  |  |  |  |

## Plan Approval Status as decided by the Management Committee:

Approved

Remarks

1. Scope covers the extent of activities covered by this plan with a clear statement of purpose for each. [↑](#endnote-ref-1)
2. The vision of the process is the overarching statement of purpose for the execution of the process. This also specifies areas that are out of scope of this plan. [↑](#endnote-ref-2)
3. This section specifies any training that will be needed to ensure the necessary skill levels needed for Training and development activities. The Training coordinator’s responsibilities include identifying training requirements and working with local sources to provide training. [↑](#endnote-ref-3)
4. Senior Management reviews can be specified here. These may include, but are not limited to, stakeholder commitment issues, significant schedule slippage, cost slippage, and scope issues. [↑](#endnote-ref-4)
5. The objective of Configuration management plan is to establish the methodology for the process’ Configuration Management process. It includes configuration identification, configuration library management, access rights management, version control and change control procedures. Access to a team member is provided strictly on a need to know basis and is managed by Configuration Administrator. Types of access are Read Only, Read-Write and Read-Write-Delete. This plan applies to all documentation and software work products developed during the course of execution.

   The plan document will be named QAxx-xx\_ADTPLN where xx-xx is the FY, such as 13-14. [↑](#endnote-ref-5)