**Instructions:**

Create a document called: Team\_development\_Staff\_training <your name>

* Put your name, Student ID and Date at the top of the page
* Insert a copy of the table below identifying the skill, project tasks and support resources for each staff member
* Sally is currently working as a multimedia developer, and wants to increase knowledge and skills in web development. Sally would like to learn PHP programming.
* Steve is currently working as a Programmer and wants to increase Database knowledge and skills. Steve would like to learn SQL
* Jeff is currently working as a Business Analyst and wants to increase knowledge and skills in Project Management scheduling. Jeff would like to learn MS Project
* John is currently working as a IT Manager and wants to increase knowledge and skills in Business Analysis. John would like to learn how to create a Feasibility Report

For each team member who wants to acquire new knowledge and skills:

1. Identify tasks from within the existing project [WEB5C2EWD] that can be allocated to our junior staff to enable their skill development while being supervised by a more experienced team member. (a minimum of at least 1 task per team member)
2. Identify online resources that our team members can use as they learn new skills on the project. ( a minimum of at least 2 URLs for skill acquisition)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Staff | Current role | New skill area | Project Tasks | URL for training and Skill acquisition (training support) |
| Sally | multimedia developer | PHP programming | Build Shopping and checkout | * <https://www.w3schools.com/php/> * <https://www.w3schools.com/php/php_mysql_intro.asp> * https://www.w3schools.com/php/php\_cookies.asp |
| Steve | Programmer | SQL Development | Build Session Management and DB Connectivity | * <https://www.w3schools.com/MySQL/default.asp> * <https://www.w3schools.com/MySQL/mysql_create_db.asp> * https://www.w3schools.com/MySQL/mysql\_datatypes.asp |
| Jeff | Business Analyst | Learn MS Project | Create Schedule | * <https://support.microsoft.com/en-us/office/project-training-63f1db89-1ee0-4113-bedc-03fc5ec6223a> * <https://www.youtube.com/watch?v=q6rcbzrQNdQ&list=PLzj7TwUeMQ3jBZ_S6DxNp9UxJZSR9hNZP> |
| John  (example) | IT Manager | Feasibility Reporting | Create Feasibility Report | * <https://www.projectmanager.com/training/how-to-conduct-a-feasibility-study> * <https://study.com/academy/lesson/how-to-write-feasibility-reports-purpose-structure-content.html> * <https://asana.com/resources/feasibility-study> |