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**Training Plan**

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Date: May 03, 2017

**Revision History**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Version | Date | Prepared by / Modified by | Change Summary | Approved By | Approved On |
| 1.0 | May 02, 2017 | Steve Sommers  Rakesh Solleti | First Draft Made | Anitha T G | May 17, 2017 |
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# Purpose

To plan and implement training activities to meet the Organization, domain, technology and role specific training needs. This plan constitutes the basis for identifying, planning, executing, tracking and monitoring the progress of training activities. The plan does not capture the training requirements specific to individual projects. It only captures the trainings which are commonly identified across all projects and training requirements from the organization specific roles.

# Training Needs

Trainings at the organizational level will be identified from different source including

* Strategic training needs from the management
* Inputs from the project teams
* Inputs from the project managers
* Skill gaps
* Market demand
* Requested from the project managers
* Mandatory trainings

The identified trainings from the above sources will be logged and tracked in the training tracker. Project specific trainings which are part of the project workbook will be managed the respective projects only. The trainings that are generic and common across the projects will be provided by the organization and planned in the training calendar. If the project would like to get the training coordinated by the organization training team then they have to send a formal request to the training department. Based on the request details the training department will take a decision and as required will include in the training calendar based on the assessment of the request.

# Training Calendar

Based on the inputs the training team will come out with the training calendar and publishes the calendar to all the employees across the organization. Training calendar for the year is available in the training tracker.

# Training Team

Below table shows the training function roles and responsibilities and also the people who are part of the training function.

|  |  |  |
| --- | --- | --- |
| **Role** | **Resource Name** | **Responsibilities** |
|  |  |  |
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# Training Activities

|  |  |  |  |
| --- | --- | --- | --- |
| # | Training Activity | Responsibility | Remarks |
| 1 | Preparation of training plan and calendar | Training Coordinator |  |
| 2 | Course Material Preparation | Trainer |  |
| 3 | Course Material Review | SME |  |
| 4 | Training Execution | Training Coordinator / Trainer |  |
| 5 | Maintaining training database and records | Training Coordinator |  |
| 6 | Metrics review and Analysis | Training Coordinator |  |
| 7 | Conducting training | Trainer as identified in the training plan |  |
| 8 | Feedback Analysis | Training Coordinator |  |
| 9 | Updating the training tracker | Training Coordinator |  |
| 10 | Updating the skills | Training Coordinator |  |
| 11 | Collecting the feedback from the project teams | Training Cooridnator |  |

# Status Reporting and Reviews

|  |  |  |  |
| --- | --- | --- | --- |
| # | Reporting / Review Mechanism | Frequency | Participants |
| 1 | Status Report | weekly | Training coordinator to management |
| 2 | Management Review | Monthly / Quarterly | Management, project managers, training coordinator |

# Training Documents

|  |  |  |  |
| --- | --- | --- | --- |
| # | Document | Folder | Remarks |
| 1 | Training Material |  |  |
| 2 | Feedback Forms |  |  |
| 3 | Training Tracker |  |  |
| 4 | Training Plan |  |  |
| 5 | Status Reports |  |  |
| 6 | Management Review Document |  |  |
| 7 | e-mails |  |  |
| 8 | Certifications (External) |  |  |

# Issues and Risks

|  |  |  |  |
| --- | --- | --- | --- |
| # | Issue / Risk | Status | Plan to address |
|  |  |  |  |
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