Training Strategy

[Project Name]

*Purpose of document*

*To explain in a summarised fashion what is to be trained, why, when, where, how, to whom and by whom - before training takes place. This should include an articulation of all preparatory activities and enablers/predecessors required before training begins.*

Approvals

|  |  |  |
| --- | --- | --- |
| **Role** | **Name(s)** | **Date signed** |
| Project Sponsor | *e.g. Name & Title* | *DD/MM/YYYY* |
| Project Manager |  |  |
| Training Manager *(delete if this role is the author)* |  |  |

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Version Control

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| --- | --- | --- | --- |
| **Version no.** | **Description of version change** | **Date** | **Author** |
| *e.g. v0.1* | *Initial draft* | *DD/MM/YYYY* | *[e.g. Name of Training Lead / Training Manager]* |
|  |  |  |  |
|  |  |  |  |

# Background

*Link to PID if appropriate*

# Training objective(s)

*This should provide information on the objectives of training, and how they link with/enable the overall project objectives (which should have been outlined in the project’s PID or Brief)*

# Scope of training

*What’s in, what’s out, why?*

*Reference the solution design if appropriate*

# Stakeholders

*Identify which stakeholders will be involved with training, why, to what level, what their interest is, highlight the training they need to be involved with and why*

# Training approach

*What methods, tools and techniques will be applied and why? Is training being done iteratively/in phases or all in one go? Are there any particular steps/activities to be undertaken that need to be highlighted? What boundaries will be set and why? Who is best placed to complete the training, why and how?*

# Training pre-requisites

*What needs to be in place before training begins? E.g. resources, environments*

# Training plan / timeline

*Summary of training timeline, including stages and key milestones / activities*

*What key stages and deliverables will you be including in training plans and why?*

# Resourcing needs

*Define what resources you need, from where, how much effort and why required. This is particularly important if those resources need to be secured from other areas and a lead time is applicable (e.g. 6 weeks’ notice required to obtain clinical staff time)*

# Communication plan

*Define how you will be communicating with all stakeholders involved in training, when, why, how, where, for what. Include communications with any other interested parties who are not necessarily direct stakeholders, but should be informed of what is taking place with training as it could have an indirect impact on their role and responsibilities that you may not have anticipated.*

# Training roles and responsibilities

*Please define the key training roles and responsibilities to show who must do what, when, why and how the roles should interact together to avoid overlap*

# Risks

*Summarise any risks that threaten the success of training and explain what you intend to do to mitigate/monitor the risks. Highlight any risks that require the Project Manager to provide direction*

# Constraints

*Highlight any constraints on the training that could threaten its success or impact project delivery. Constraints should be raised to the Project Manager, so they can also monitor from an overall project perspective and report progress to Project Board/Project Sponsor/departmental managers as appropriate*

# Dependencies

*Highlight any dependencies external to the training that could threaten its success. Identify who owns or is responsible for those dependencies and what is being done to mitigate / monitor / lessen the impact of those dependencies. Dependencies should be raised to the Project Manager, so they can also monitor from an overall project perspective and report progress to Project Board/Project Sponsor/departmental managers as appropriate*

# Assumptions

*Highlight any assumptions made where factual information is not available. Explain how you will take action to validate those assumptions / turn them into fact and highlight any risks associated with those assumptions being incorrect and the impact any incorrect assumptions could have on this project’s delivery/objective/desired outcome.*

*Assumptions should be raised to the Project Manager, so they can also monitor from an overall project perspective and report progress to Project Board/Project Sponsor/departmental managers as appropriate*

# Issues

*Highlight any issues and what actions will be taken to resolve them. Issues should be highlighted to the Project Manager, so they can also monitor from an overall project perspective and report progress to Project Board/Project Sponsor/departmental managers as appropriate*