

TRAINING PLAN

Overview

The Training Plan outlines the objectives, needs, strategy, and curriculum to be addressed when training users on the new or enhanced information system. The plan presents the activities needed to support the development of training materials, coordination of training schedules, reservation of personnel and facilities, planning for training needs, and other training-related tasks. Training activities are developed to teach user personnel the use of the system as specified in the training criteria. To develop a Training Plan, refer to the outline.

Include the target audiences and topics on which training must be conducted on the list of training needs. Include in the training strategy how the topics will be addressed. This information includes the format of the training program, the list of topics to be covered, materials, time, space requirements, and proposed schedules. Discuss QA in terms of testing, course evaluation, feedback, and course modification/enhancement.

1 INTRODUCTION

This section provides a management summary of the entire plan. It is not required to provide information in this section if the descriptions provided in the subsequent sections are sufficient.

1.1 Background and Scope

This section provides a brief description of the project from a management perspective. It identifies the system, its purpose, and its intended users. This section also provides a high-level summary of the Training Plan and its scope.

1.2 Points of Contact

This section provides the organization name (code) and title of key points of contact for system development. It includes such points of contact as the Project Manager, Program Manager, QA Manager, Security Manager, Training Coordinator, and Training representative, as appropriate.

1.3 Document Organization

The organization of the Training Plan is described in this section.

1.4 Project References

This section provides a bibliography of key project references and deliverables that have been produced before this point. For example, these references might include the Project Plan, FRD, Test Plan, Implementation Plan, Conversion Plan, and Systems Design Documents.

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