

<b><i>IT Project Management Training Plan Worksheet</i></b>						
<b>Project Title:</b>				<b>Anticipated Project Start Date:</b>		
<b>Project Leader/Manager:</b>				<b>Date Prepared:</b>		
<b>Sponsor:</b>						
<b>Training Requirements:</b>						
<b>Audience</b>	<b>Training Content</b>	<b>Delivery Method</b>	<b>Provider</b>	<b>Dates Training Needed</b>	<b>Number of Students</b>	<b>Estimated Cost</b>
e.g., System Administrators	Technical	Onsite, Instructor-led	Vendor	January	5	\$10,000
e.g., End-users	Basic. Application functionality	Web-based	Internal	Beginning in June	unlimited	\$1,000