

IT Project Management Training Plan Worksheet

Project Title: _____ **Anticipated Project Start Date:** _____

Project Leader/Manager: _____ **Date Prepared:** _____

Sponsor: _____

Training Requirements:

Audience	Training Content	Delivery Method	Provider	Dates Training Needed	Number of Students	Estimated Cost
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