

***IT Project Management Training Plan Worksheet***

**Project Title:** \_\_\_\_\_ **Anticipated Project Start Date:** \_\_\_\_\_

**Project Leader/Manager:** \_\_\_\_\_ **Date Prepared:** \_\_\_\_\_

**Sponsor:** \_\_\_\_\_

**Training Requirements:**

<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