

Training Plan

Your Organization
Name Here

Project Name:		Sample Document				
Project Manager:		For Review and Evaluation Only				
<p>Instructions:</p> <ul style="list-style-type: none"> > Enter one record for each person or group to be trained. Mouse over column headings for data entry instructions. > Use the Drop Down Control Block below the data area to change content of drop down fields > Unprotect sheet and add additional rows as needed. 						
Who will receive training?				What training will they receive?		
Project Role	Individual or Group Name	Number to be Trained	Contact Info	Description	Proposed Training Method	Suggested Course
Project Team						
					Travel to Training Facility	
<p>A portion of this template is provided for your evaluation The complete template is available at www.cvr-it.com</p>						
Stakeholders						
Operations and Maintenance						