

Training Project Charter

Training project: Choose an item.

Project sponsor: Choose an item.

Subject matter experts: Choose an item.

Section/program: Choose an item.

Audience: Choose an item.

Training delivery date (deadline): Click or tap to enter a date.

Training development start date: Click or tap to enter a date.

Objectives:

What should learners be able **to do** at the end of this training?

Training is successful if learners can...

Training beginning point:
Define the knowledge base of the audience before training.

Training stopping point:

Areas defined out-of-scope:

Does the training need to be tracked?
Choose an item.

Does a certificate need to be issued?
Choose an item.

One-time or ongoing?
Choose an item.

Training availability:
Choose an item.

Onboarding plan:
How will new staff learn this content?

Maintenance plan:
How will content be kept up to date?

Training tools used:

Choose an item.
Choose an item.

Choose an item.
Choose an item.

Choose an item.
Choose an item.

Evaluation:
How will training be evaluated?

Role of the Training Coordinator:

Parking lot:
Considerations for future training related to this project:

Action Plan

Action item	Person responsible	Date