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| Owner | **<insert>** | Version | **1.0** |
| Author | **<insert>** | Version issue date | **27/01/2019** |

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**GP IT Futures Training Impact Analysis**

Document management

Revision History

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| --- | --- | --- |
| Version | Date | Summary of Changes |
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Glossary of Terms

|  |  |
| --- | --- |
| Term / Abbreviation | What it stands for |
|  |  |
|  |  |

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Contents

[1 Document purpose 4](#_Toc536454787)

[2 Background 4](#_Toc536454788)

[3 Training Impact 4](#_Toc536454789)

[4 Training Approach 5](#_Toc536454790)

[Target audience: 5](#_Toc536454791)

[High level training objectives: 5](#_Toc536454792)

[Development and delivery: 5](#_Toc536454793)

[5 Outline training programme 5](#_Toc536454794)

[6 Risks & Issues 6](#_Toc536454795)

[7 Lessons learned 6](#_Toc536454796)

# Document purpose

<This high level Training Impact Analysis (TIA) will determine the initial impact of training of the supplier’s new capability / upgrade training. This document will outline:

* The overall estimated training impact (High, Medium, Low or None)
* Recommendations for the Learning Needs Analysis: how this will be designed, delivered and how the results will be analysed and reported.
* Initial training approach: how will the training solution be developed, delivered and by whom
* A basic training programme (training requirements should be assessed for all relevant end users) >

# Background

<Explain the background to this new capability or upgrade training. >

# Training Impact

<Please outline the impact of the new capability / upgrade on end users and describe initial considerations for the delivery mechanisms and methods.

The levels of impact are:> (N.B the table is for reference purposes)

|  |  |  |
| --- | --- | --- |
| **Impact levels :** | **Possible Delivery Mechanism** | **Methods** |
| **High**, for example: * New business process using existing system(s) with major impact on existing working practices (business process change)
* End users require new skill(s) to use/interact with the system or business process
* High number of users and/or geographical locations
 | e.g. End user, Train the trainer | e.g. Face to face, (classroom based, on-site), Remote learning/ Webinars, etc.  |
| **Medium** * Upgrade to existing system or process
* New capability to be added to existing system or process
 | e.g. supplier training, train the trainer, cascade training | e.g. Face to face, (classroom based, on-site), Remote learning/ Webinars, elearning, etc. |
| **Low*** Minor changes – data field amendments/ text amendments/ screen layout
 | E.g. User guide | Elearning, distribution of new or updated user guides |
| **None** * Changes to back end process- no impact on end user
 | Is an information document required? |  |

# Training Approach

## Target audience:

<Estimate the:

* Number of users who will require training
* Number of users who belong to different staff groups and geographical location / spread if known
* Pre-requisite knowledge required that impacts the training for this new capability /upgrade.>

## High level training objectives:

<Explain the expected outputs or benefits from delivering this training and the methods used, i.e. what will it achieve? >

## Development and delivery:

<This section should identify those who will be responsible for the development and delivery of the training solution, including subject matter experts and include a rationale for the intended delivery method(s). Consideration must be given to the piloting of the training materials and method of delivery.

What will be the principle delivery method and explain why this method has been chosen?

* Train the trainer and/or end user training
* Face to face: Classroom / Workshop
* Remote (e.g. web training or elearning)
* Briefing sessions
* User guides: new or updated
* Information document>

# Outline training programme

<If known, please describe the proposed training programme. >

# Risks & Issues

<Have any major risks or high level issues been identified at this stage that will need addressing as the training is developed? E.g. development of a training environment, number of people to be trained within timescales, lack of knowledge about end product to be able to predict training requirements, etc. >

# Lessons learned

<Are there any lessons from previous training programmes and deployments that need to be considered, i.e. successful training approach as well as any concerns or issues?>