

Individual/Group Training Needs		
Project: <Name of project>	Date: <Today's date>	
Stakeholder: <Indiv. or group>		
Impact of change on day-to-day work of stakeholder?	<Low, Medium, High> <i>Low = minor tasks impacted only</i> <i>Medium = at least 1/2 of tasks impacted by change</i> <i>High = more than 1/2 of tasks impacted by change</i>	
% of job which will change due to this initiative	<Use 0% - 100%>	
New skills or update to current skills needed to perform in role after change implemented?	<i>Perspective of individual:</i>	<i>Perspective of manager:</i>
Desired training delivery method(s)?	<virtual, face-to-face, e-learning, document/handout only [document/handout only available for low impact]>	