**NEW YORK STATE DEPARTMENT OF HEALTH**
**PROJECT MANAGEMENT OFFICE**

# PROJECT TEAM DEVELOPMENT PLAN

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| *Purpose:* | *Provides a process to ensure that the project team members have the appropriate levels of skill and knowledge to perform their assigned project tasks and activities.* |
| *Target Audience:* | *Project Manager will use this plan to evaluate the skills of team members and determine whether or not they meet the current and future needs of the project.* |

## PROJECT IDENTIFICATION

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| **Project Name:** | |
| **Project Sponsor:** | |
| **Project Director:** | |
| **Project Manager:** | |
| **Date:** | |

## PROJECT TEAM INFORMATION

*Enter the Name, Project Role, and Skills Required for each member of the Project Team. Kinds of skills could be technical or 'soft' skills, such as management, presentation, and negotiation skills.*

| Name | Role | Skills Required |
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## TRAINING PLAN

*Document how each team member will gain the required skills entered above.*

*Enter the **Name** of the team member requiring training.*
*Enter the **Type of Training**. Some examples of types of training are "On the Job", "Computer Based", Informal Mentoring, and "Classroom".*
*Enter the training **Description** (i.e., name of the class), **Start** date and **Completion** date information for each training event.*

*Be sure to include the training information in the Project Schedule and Budget.*

| Name | Type of Training | Description | Start Date | Completion Date |
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