

Training Plan for Phase 1

Pre-requisites for Training			
Pre-requisites	Status	Date to be completed	Comments
Employee Mapping	Pending	10-Oct	Assuming the Org Structure will be finalized by 10 Oct for
Trainer Identified - For ServiceDeskTraining	Pending	13-Oct	Identify the trainer for the Servicedesk
SSC Way of Working Manual	Completed	10-Oct	Updation required for finalized Org Structure
Servicedesk UAT and Signoff	Pending	10-Oct	As per the tech team timeliness
SOP	Pending	10-Oct	[Name] need to signoff the Process Manuals
Servicedesk Manual	Pending	13-Oct	Assuming the tech team provides Servicedesk manual
Logistics	Pending	10-Oct	Logistics for the Training Room, Presentation etc

Training for Core / Nominated Team Members		
Training Details	SSC Ways of Working	Service Desk
No of Batches	1	1
Trainer	PwC	Tech Team
Trainee(s)	Nominated Team Members	Nominated Team Members
Proposed Training Date	14-Oct	14-Oct
Proposed Training Time		
Proposed Location of Training		
Conference Room	1	1

No. of people attending the training				
HoD	[Name]	[Name]	[Name]	[Name]
Companies/Towers	Asset Accounting	Inventory Accounting	Taxation	Payroll & Employee Benefits
[Department]	3	5	7	2
[Department]				
[Department]				
[Department]				
[Department]		1		1
[Department]			1	
Total	3	6	8	3

Total no. of trainee(s)	20
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