Metrolinx

Training Plan for [contracted project]

[document number]

Revision 00

Date: DD/MM/YYYY

Authorization

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| Prepared by: |  |  |  |
|  | [Name] [Title] |  | Date |
|  |  |  |  |
| Reviewed by: |  |  |  |
|  | [Name] [Title] |  | Date |
|  |  |  |  |
| Reviewed by: |  |  |  |
|  | [Name] [Title] |  | Date |
|  |  |  |  |
| Approved by: |  |  |  |
|  | [Name] [Title] |  | Date |
|  |  |  |  |
| Approved by: |  |  |  |
|  | [Name] [Title] |  | Date |
|  |  |  |  |

**Amendment Record**

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| **Revision** | **Date (DD/MM/YYYY)** | **Description of Changes** |
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Documents

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|  |  |  |
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Acronyms and Abbreviations

| Table 0-2 Acronyms and Abbreviations | |
| --- | --- |
| **Acronym** | **Full Name** |
|  |  |
|  |  |
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|  |  |
|  |  |

Definitions

Table 0-3 Definitions

|  |  |  |
| --- | --- | --- |
| **Term** | **Definition** | **Source** |
|  |  |  |
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|  |  |  |
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\*This template is intended to be used in compliance with MX-SEA-PD-129 Training Plan: Product Description standard\*

# Introduction

## Purpose

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## Project Notification

# Project Scope

## Overall Project Boundaries

## Organizational Impact

## Stakeholder Management Plan

# Training Strategy and Implementation

## Planning Assumptions

## Project Readiness Assumptions

## Training Needs Identification

### Installation and Commissioning

### Maintenance

### Operations

### Human Factors Requirements

### Installation and Commissioning Installation and Commissioning

### Competency Management

### Health and Safety

### Personnel

### Documentation

### Equipment

### Logistics (Processes or Procedures)

### Training Responsibilities

## Training Approach

## Training Deliverables List

## Phased Delivery of Training

# Training Procedure

## Overview

## Training Project Plan

## Outline Training Procedure

## Competence Plan for Training Staff

<Appendix Title>