Procedure: ***Planning Training***	
Issue Date: May 5, 2000	**Procedure ID:** ***P-TR-060***
Supersedes: March 8, 2000	**Rev/Change 2.0**

1. **Purpose:** To describe how the training program will be planned.

2. **Applicability:** This procedure is applicable to all government and contractor personnel assigned to ATISD.

3. **Responsibility:** SPG Chairperson

4. **Support:** Training Coordinator

5. **Invoked By:** As Needed

6. **Inputs:**

Corporate Training	Defined in Glossary (Appendix G)
Course Role Matrix	Defined in Glossary (Appendix G)
Organizational Status Report	Defined in Glossary (Appendix G)

7. **Outputs:**

Course Authorization Form	S-TR-050

8. **Procedures Invoked:** N/A

9. **External Procedures Referenced:** N/A

10. **Procedure Steps:**

a) The Training Plan is part of the annual Process Improvement Plan that must be written by the SPG Chairperson and approved by Management.
b) The by the SPG Chairperson obtains the latest copy of the Organizational Status Report from the Training Coordinator.
c) Based on the training needs identified by the Organizational Status Report, the by the SPG Chairperson determines how many sessions of which courses are needed by the Group. Based on financial and schedule constraints the SPGC determines which courses and how many sessions of each will be planned for the following year.
d) The by the SPG Chairperson checks in the Training Program Catalog to determine which instructors are qualified to teach the needed courses.
e) The by the SPG Chairperson coordinates with the Instructors to schedule the needed courses.
f) The SPG Chairperson gives the schedule to the Training Coordinator.
g) The Training Coordinator publishes the course schedule.

11. **Notes:** N/A