

Dept:		Doc. No.										Capability & Needs Summary				
Dept Head:		Process, skill, or job name										Individual capabilities				Individual & Business Needs
Date:													Q1	Q2	Q3	
No. of people required per job →																
			+	+	+	+	+	+	+	+	+					
			+	+	+	+	+	+	+	+	+					
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			+	+	+	+	+	+	+	+	+					
Training Results		Beginning period										Production Needs & Changes:				
		Middle period														
		End of period														

Legend:  = In training,  = 50% performance,  = 75% performance,  = 100% performance