SAMPLE CONTRACT PACK DOCUMENT

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For example, some documents are used in a longer sequence one after the other. Some include optional exhibit and schedules.

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https://www.proposalkit.com/htm/business-proposal-writing-tips.htm

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<<Company>> Software Training Plan

<< THE PROJECT DOCUMENT TITLE >>

<<Author(s) and Their Titles >>

<<Company>>

<<CurrentDate>>

Document Version Control Information

V 1.0

Document Version History

Version Number	Date	Author	Version Notes

1. Introduction

1.1 Purpose of This Document (Objectives)

<< Insert the purpose of this document, its objectives, and its intended audience. >>

<< Example: The purpose of this document is to formally recognize and codify the policies and procedures Company wishes to enact in order to organize the software training Company provides to employees and vendors. The goals and objectives listed in this plan are meant to allow the Company to achieve a consistent training experience. The Company provides its employees, staff and vendors this Software Training Plan as an overview of the required steps and policies to be enacted when developing or executing software training.>>

1.2 Scope of Document

<< Insert description of the scope of this Software Training Plan and explain whether this covers an entire application or a component thereof. Indicate whether this training plan shall be governed by or supersedes other policy documents that may already be in place concerning training or a specific process or procedure. >>

1.2.1 Scope Constraints

<< Insert constraints, such as schedules, costs, interactions, overview, or any other information relevant to the training desired. >>

1.3 Goals of This Plan

<< Insert an overview or brief description of the product, software, or other desired end result to be achieved by this Software Training Plan. >>

1.4 Business Context

<< Insert an overview of the business or organizations impacted by this Software Training Plan. Include the business or organization's critical components and reliance on specific vendors, services or other assets. >>

1.5 Goals Defined

The overall goal of the Software Training Plan is to provide an easy and accessible outline to enable <<Company>> staff or vendors to organize and execute acceptable training and education plans. Additional goals include:

♦ <<Insert additional goals or objectives here.>>

♦ <<Insert additional goals or objectives here.>>

1.6 References and Reference Material

<< Insert a list of all reference documents and other materials related to the Software Training Plan. References will often include, but are not limited to: >>

♦ User guides or manuals

♦ Third-party books or resources

♦ Other company software training plan(s)

♦ Any other relevant document or resource

1.7 Documentation Items

<< Insert references to documentation or contact lists, which may include but are not limited to: >>

♦ Company critical software services list

♦ Company critical software vendors list

♦ Company commercial software support phone numbers and services

♦ Company support logins or passwords

♦ Company software support or maintenance agreements and relevant contacts

1.8 Terminology Used in This Software Training Plan

<< Insert references and delimitations for terminology used in this plan. Include all acronyms and abbreviations as well.>>

♦ <<Insert terminology definition here.>>

♦ <<Insert terminology definition here.>>

♦ <<Insert terminology definition here.>>

♦ <<Insert terminology definition here.>>

♦ <<Insert terminology definition here.>>

1.9 Points of Contact

<< Insert point of contact, contact method and all policies for coordination of such contacts.>>

♦ <<Insert point of contact here.>>

♦ <<Insert point of contact here.>>

<<-or use the following table structure:>>

Contact Name	Contact Phone	Contact Email	Area of Responsibility

2. Software Training Plan: Current System Summary

2.1 Background and System Objectives

<<Insert an overview of your current system. Include the purpose and business objective(s) of the current system.>>

2.2 Hardware Requirements and Constraints

<<Insert information concerning hardware required by this plan and whether there are constraints to be considered (e.g., browsers to be used, secure locations to access software, etc.).>>

2.3 Known Issues

The following are limitations or known issues impacting the Software Training Plan:

<< Insert additional descriptions of the limitations or known issues here. >>

2.4 Documentation

The following documentation is available for the current system:

<< Insert additional descriptions or lists of the available documentation. >>

DEMO CONTRACT

This demo contract has been truncated. The complete 15 page editable version of this document is available in the Contract Pack template collections

https://www.proposalkit.com/htm/legal-contract-templates/internal-company-plan-templates/software-training-plan-template-document.htm

Once you purchase, download and install a retail Contract Pack that includes this contract, the complete version of this contract will be inserted into your project.

This contract document is included in the Proposal Kit Professional and one or more Contract Pack products.

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