



B.R.N. ENTERPRISE CO., LTD.

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Training Report

Document	Training Report	Release	17/08/26 V1.0
Project	BRN WMS	Project code	200-WMS-26-001-00
Project period	05/01/26–24/08/26		

1. Training information

Topic	Details
Training date	Scheduled 21/08/26, within the project period ending 24/08/26; not yet conducted
Location	B.R.N. Enterprise Co., Ltd. head office, with remote attendance available for warehouse-floor staff
Trainer	Thanakorn Sathitwitayakul (Developer), supported by Parin Ngamkham (QA / Tester) for workflow walkthroughs; no dedicated trainer role is assigned
Training organizer	Apirach Supattaratpateep (Project Manager)
Expected attendees	Owner/Admin, Staff, and Viewer role representatives per company, plus the System Administrator
Planned duration	One day, structured as the ten curriculum topics in Section 2
Materials	Software User Documentation (work product 18) and Product Operation Guide (work product 19)

2. Planned curriculum

Derived from the Software User Documentation (work product 18):

No.	Topic
1	Accessing the system and role-based access overview
2	Dashboard orientation
3	Master data setup (warehouse, storage/bin, product, contact)
4	Inventory and warehouse operations (stock-in, stock-out, transfer, barcode)
5	Sales workflow (quotation → order → invoice → return)
6	Purchasing workflow (request → order → invoice → supplier return)
7	Finance and accounting (receipts, payments, journals, GL)
8	Document numbering and status lifecycle

No.	Topic
9	Notifications
10	Reports (filter, view, print, export)

3. Result

No result to report — the session has not yet taken place. This section is to be completed only after training is delivered, and must then record:

Field	To be recorded after the session
Actual date and duration	
Trainer and organizer	
Attendance	Name, company, and role of each attendee
Evaluation	Comprehension check or post-training assessment result
Feedback	Attendee comments and any follow-up requests
Follow-up actions	Any documentation or system change arising from the session

Nothing in this section may be filled in before the session is delivered.

4. Recommendation

Test execution (work product 16) and customer validation (work product 22) were completed over 10/08/26–14/08/26 without a prior training session; validation was performed by the Customer Representative rather than by trained end users.

Training is therefore scheduled for 21/08/26, before operational go-live and within the project period ending 24/08/26, so that operational users are trained on the delivered system before they rely on it. Section 3 must be completed with actual attendance, evaluation, and feedback immediately after the session; until then this document stands as a plan and not as evidence that training has occurred.

5. Approval

Prepared by

Name: Apirach Supattaratpateep

Role: Project Manager

Signature: _____

Date: _____

Reviewed by

Name: Thanakorn Sathitwitayakul

Role: Developer

Signature: _____

Date: _____

Reviewed and authorized by

Name: Seri Viriyasakultorn

Project roles: Project Sponsor / Customer Representative / Authorized Approver

Position: Managing Director

Company: B.R.N. Enterprise Co., Ltd.

Signature: _____

Date: _____