

# INDIVIDUAL DEVELOPMENT PLAN

## IDP Form

Name: \_\_\_\_\_

Manager/Supervisor: \_\_\_\_\_

Current Position: \_\_\_\_\_

Date: \_\_\_\_\_

Development Focus Area	Current Skill Rating	Learning and Development Activities to be completed (include resources required)	Due Date	Completed	Success Measures & Follow-up
<i>EXAMPLE: Improve project management skills</i>		<ul style="list-style-type: none"> <li>♦ Read <b><u>Project Management: A Systems Approach to Planning, Scheduling, and Controlling</u></b> by Harold Kerzner, and other books on project management.</li> <li>♦ Network with IT project managers to review internal project management resources/tools</li> <li>♦ Identify key tools to share/re-teach other team members through weekly team meetings, such as Work Breakdown Structure, tools for calculating resource availability, i.e. part-time effect, work interruption factors, adjustments for skill levels, etc.</li> </ul>	30Jun  01Aug  31Aug	15Jun  01Aug	Identify key methods to help improve current team project management processes.  Increase the number of projects delivered on time, within budget from 40% to 100%.  Standard project management tools used by all team members (no used today).