

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"> ♦ Read <u>Project Management: A Systems Approach to Planning, Scheduling, and Controlling</u> by Harold Kerzner, and other books on project management. ♦ Network with IT project managers to review internal project management resources/tools ♦ 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. 	30Jun 01Aug 31Aug	15Jun 01Aug	<p><i>Identify key methods to help improve current team project management processes.</i></p> <p><i>Increase the number of projects delivered on time, within budget from 40% to 100%.</i></p> <p><i>Standard project management tools used by all team members (no used today).</i></p>