

Action Plan Template

Where do I want to be by the end of this period/year?

What do I want to be doing? (Include as many learning needs as required to achieve agreed objectives)

What do I want/need to learn? Provide a specific description of the desired changes (e.g. skills to gain, knowledge to acquire, topics/themes/content to cover)	What do I have to do to achieve this? Some examples, a new/ongoing course, conference, self-development (like wider research or reading), coaching/mentoring, job shadowing	What resources or support will I need? Some examples, teaching staff support, library support, student advisor support, line manager, etc.	How will I measure success? Some examples, appraisals, course assessments, team feedback, tutor feedback	Target dates for review and completion Note that these need to be realistic/achievable
Differences between conventional project management and SEPM project management	Thoroughly read and understand content throughout this module, contrasting it with prior knowledge of non-SEPM projects I have worked on.	Seminars, Further Reading and Tutor/Peer Discussions	Tutor Feedback in Units 6 & 11, as well as ongoing feedback from peer discussions.	Monday 21 st February
Knowledge of different estimation techniques that can be used in SEPM	Perform online research to establish the best methods for SEPM project estimation based on specific circumstances.	Module Lecturecast and Further Reading	Tutor Feedback in Units 6 & 11, as well as ongoing feedback from peer discussions.	Monday 21 st February
Understanding the practical application of project management techniques and understanding customer requirements	Produce reports and timelines which are to be agreed upon with our 'clients' for the module.	Seminars, Further Reading and Tutor/Peer Discussions	Feedback from the 'Client' team and Tutor Feedback in Units 6 & 11.	Monday 21 st February