Personal Development Plan (PDP)

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Degree: BSc (Hons) in Information Technology
Year: 2
Semester: 2

1. Self-Assessment

Through careful reflection on my strengths, weaknesses, and skills, I have developed a better understanding of my capabilities. This self-evaluation has enabled me to recognize areas for development and explore opportunities that can enhance my personal and professional growth.

One of my main strengths is problem-solving. I enjoy analyzing challenges, breaking them into smaller parts, and finding practical solutions. Another strength is collaboration. I work well with others, value their input, and contribute actively in group tasks. Sharing ideas and learning from peers enhances the outcome of any project.

An area I need to improve is public speaking. I often feel nervous when presenting in front of a large audience, which affects my confidence. Another weakness is multitasking. When I have multiple tasks, I sometimes focus on one and delay others. I am working on creating a structured schedule to manage my time more effectively.
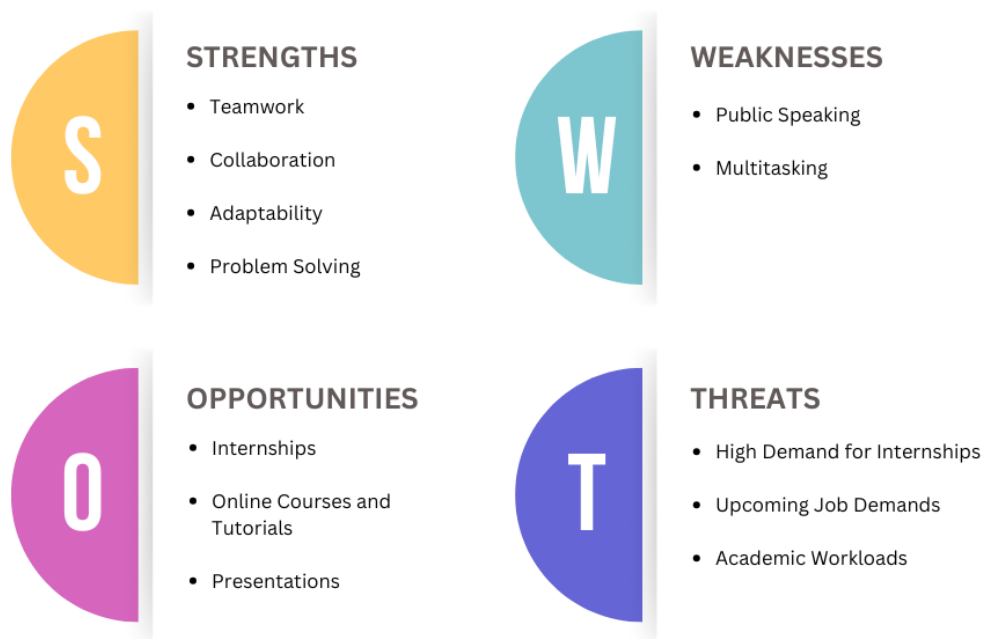
I consider myself curious and open-minded, always eager to learn new ideas and perspectives. I am supportive and empathetic toward others, which helps me build strong relationships. Honesty is one of my core values; I believe it builds trust and integrity in both personal and professional life. I am also responsible and reliable, consistently completing tasks and helping teammates when needed.

My learning style is a mix of visual and kinesthetic learning. I understand concepts best when I see diagrams, charts, or videos, and I retain information well by practicing it hands-on. During exam preparation, I combine notes, mind maps, and practice exercises, which helps reinforce my understanding and confidence.

In my current skills audit, I recognize strengths in problem-solving, teamwork, and adaptability, which I apply in group projects and new challenges. I need to improve public speaking and time management to handle tasks and presentations more confidently. My technical skills are moderate; I enjoy learning new tools and software but sometimes need guidance. I also aim to enhance my leadership skills by taking initiative and motivating others in team settings.

SWOT ANALYSIS

STRENGTHS

S

- Teamwork
- Collaboration
- Adaptability
- Problem Solving

WEAKNESSES

W

- Public Speaking
- Multitasking

OPPORTUNITIES

O

- Internships
- Online Courses and Tutorials
- Presentations

THREATS

T

- High Demand for Internships
- Upcoming Job Demands
- Academic Workloads

2. Goal Setting

I have carefully planned my short-term, medium-term, and long-term goals to ensure they are achievable. I can monitor my progress and stay focused. This structured approach helps me stay organized, motivated, and committed to continuous personal and professional growth.

Short-term goals (next 6 months - 1 year): I aim to focus on improving my public speaking skills by practicing presentations in smaller groups and recording myself to build confidence. At the same time, I plan to work on time management and multitasking by organizing my tasks into structured schedules and prioritizing effectively. Gradually, I will also enhance my technical skills through hands-on practice and guided learning.

Medium-term goals (1-3 years): My goal is to complete an internship that will allow me to apply my problem-solving and teamwork abilities in a practical setting. During this period, I intend to

further develop my programming and technical skills while taking on small leadership responsibilities in group projects, which will help me gain experience in guiding and motivating others.

Long-term goals (3-5 years): My long-term goal is to become a skilled professional in my field, combining technical expertise with strong communication and leadership abilities. I plan to continue learning through specialized courses and real-world experience, ensuring I am well-prepared for a successful and fulfilling career.

3. Action Planning

I plan to improve my public speaking skills by actively participating in presentations and recording my performances to build confidence. At the same time, I aim to develop effective time management habits through weekly schedules and daily task lists. I will also enhance my technical skills with regular coding practice and guided tutorials.

During this period, I aim to complete an IT internship to apply my problem-solving, teamwork, and technical skills. I will continue improving my programming abilities, take on leadership roles in group projects, and prepare strong internship applications, including CVs and cover letters.

After completing my Bachelor's Degree in Data Science by 2028, I plan to focus on applying my technical skills to real-world challenges through specialized projects and research. In the following years, I aim to combine my expertise with strategic decision-making by contributing to data-driven solutions in organizations. Ultimately, I aspire to lead a team of data professionals, designing innovative analytics strategies that solve complex business problems while advancing my career as a skilled Data Analyst.

My GoalsTimeline

Tasks	Sep 1, 2025	2026	2027	2028	2029	2030
Time Mangement	▓					
Public Speaking Skills	▓	▓				
Technical Skills	▓	▓	▓			
Internship		▓	▓			
Programming Skills	▓	▓	▓	▓		
Professional Skills		▓	▓	▓	▓	▓

4. Monitoring & Evaluation Strategy

Progress will also be monitored by observing how well I balance multiple goals, such as improving my public speaking skills while managing other academic and personal commitments. For instance, successfully handling multitasking without compromising the quality of presentations or assignments will indicate positive growth. Regular feedback from peers and lecturers, combined with self-reflection on how effectively I manage competing priorities, will help me stay on track. This approach ensures that I not only strengthen my public speaking but also develop the ability to progress in different areas simultaneously.

5. Personal Insight & Motivation

My drive comes from a curiosity to understand and improve myself in real-world situations. I am motivated to enhance my public speaking by experimenting with different communication styles, and to handle group projects by learning to coordinate diverse ideas efficiently. Strengthening my programming skills is also a priority, as it will allow me to solve problems creatively and independently. Each step I take not only builds my competence but also

reinforces my confidence, preparing me to step into the professional world as a capable and adaptable Data Analyst.

6. Presentation & Communication

The PDP has been prepared using clear and formal language to ensure it is easily understandable. Headings and paragraphs are organized logically and have been reviewed for grammar and readability. Visual aids, such as the SWOT diagram and the Gannt chart, have been included to clearly illustrate my development areas and planned goals.

7. Supporting Tools/Evidence

Supporting evidence is included in my PDP, such as my most recent CV and a screenshot of my LinkedIn profile. These materials highlight my skills while reflecting my ongoing professional development and achievements

SAKITH RUHUNUGE

PROFILE

I am an enthusiastic person with an easy-going personality, driven by relentless energy to achieve my goals. Focused on advancing my career in Data Science, I am passionate about innovation. In the ever-evolving changes of technology, I thrive on challenges and continually look for opportunities to innovate. I am extremely committed to doing the utmost justice in everything I do.

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KEY SKILLS

- Team Management
- Hard Working
- Critical Thinking
- Leadership Skills
- Ability to work effectively with a diverse population
- Ability to work and communicate in both Sinhala and English

EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS

- Faculty of Computing
  Sri Lanka Institute of Information Technology (SLIIT)
  Specializing in Data Science (Current GPA: 3.39)
  Programming Language: C, C++
  Server-side: PHP
  Client-side: JavaScript, HTML, CSS
  Database: SQL- MySQL

- Python for Data Science, AI, & Development Certificate Course
  Offered by IBM through COURSERA

- Mahanama College, Colombo, 03
  Passed G.C.E. Advanced Level Examination in 2022
  (Admission Number: 2119749)
  Physical Science Stream
  Grade: 2C & 1S

  Passed G.C.E. Ordinary Level Examination in 2018
  (Admission Number: 80156258)
  Grade: 6A, 2B & 1C

KEY ACHIEVEMENTS AND EXTRA CURRICULAR

- Was a Director of ICT Society of Mahanama College in 2020/21
- Was a Treasurer of Science Society of Mahanama College in 2019/20
- Was a controller on the 2018 "Blues" Inter Academy Basketball Tournament 2nd Runner-up Miami Heat team
- Won the 2nd place of the "President's Challenge Trophy 2015," organized by Thurstan College Aquatic Club in association with Sri Lankan Aquatic Sports Union
- Was a Junior Prefect of MCPG 2015/16
- Was a Color Awardee at the Annual Colors Night of Mahanama College in 2014

NON RELATED REFEREES

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I declare that the particulars finished in the application are true and correct to the best of my knowledge.

....
Date

....
Signature

SLIIT

Sakith Ruhunuge
Undergraduate at SLIIT

SLIIT
Western Province, Sri Lanka

67 connections

Open to   Add section   ···

Enhance profile

Open to work   ✎
Data Analyst, Data Specialist, Data Engineer ...
Show details

Analytics
👁 Private to you

👥 **4 profile views**
Discover who's viewed your profile.

📊 **0 post impressions**
Start a post to increase engagement.
Past 7 days