

Note: Below is a sample PDP. It is meant to give you a sense of how you can cover each section needed and how the content can logically flow from one section to another. It is not intended to reflect a perfect PDP (it is missing visuals/graphs to illustrate points, links to external resource to evidence of training modules and other works and profiles, etc.)

Personal Development Plan (PDP)

Student Name: Janaka Silva

Student ID: IT20340092

Degree: BSc (Hons) in Information Technology

Year: 2

Semester: 2

1. Self-Assessment

I have conducted a thorough self-assessment using SWOT analysis and a detailed skills audit to understand my current position, capabilities, and areas requiring growth. This process allowed me to critically reflect on both my strengths and weaknesses, as well as the opportunities available to me and potential threats that might hinder my development.

My strengths include solid programming skills in Python and Java, developed through coursework and personal projects. I possess high attention to detail in coding and debugging, and I have demonstrated strong problem-solving skills in collaborative settings. I am also adaptable and can learn new technologies quickly, which has been useful when working on diverse assignments.

However, I recognize weaknesses such as public speaking anxiety, which affects my confidence during presentations, and limited knowledge of cloud computing beyond basic concepts. My time management is inconsistent when balancing multiple projects, and I lack formal leadership experience, often preferring to work independently.

Opportunities include access to online learning platforms, participation in industry events through my university, and the potential to secure internships that can expand my practical skills. Threats involve rapid technological changes in the IT sector, requiring constant upskilling, and competition from peers who may have more extensive industry networks.

The skills audit identified gaps in cloud computing, time management, public speaking, and leadership. These will be the focus areas of my development plan.

2. Goal Setting

Following the SMART framework, I have defined short-, medium-, and long-term goals that are specific, measurable, achievable, relevant, and time-bound.

Short-term goals (6–12 months): Improve public speaking skills by joining the university debate club, delivering at least two class presentations, and watching public speaking resources such as TED Talks. Complete the AWS Cloud Practitioner Certification by December 2025 to strengthen my cloud computing knowledge.

Medium-term goals (1–3 years): Secure a technical internship by mid-2026 in a role related to software development or cloud computing. Lead a group project during my final year to develop leadership capabilities.

Long-term goals (3–5 years): Obtain employment as a cloud solutions engineer in a reputable tech firm and complete the AWS Solutions Architect Associate certification by 2029.

3. Action Planning

To achieve my public speaking goal, I will actively participate in the debate club starting February 2025, gradually increasing my speaking confidence. I will also volunteer for in-class presentations and seek constructive feedback from peers and lecturers after each session.

For AWS certification, I will enroll in a reputable online course by August 2025 and dedicate two hours each weekend to practice labs using AWS's free tier. I will schedule the exam in late November 2025 to ensure I complete the goal before the deadline.

For my internship, I will update my CV and LinkedIn profile by January 2026, attend university career fairs, and network with industry professionals. I will submit at least ten applications by July 2026 to maximize opportunities.

To build leadership skills, I will volunteer as team leader in upcoming group projects and request mentorship from an experienced alumnus or faculty member. I will also participate in extracurricular activities that require event organization, allowing me to practice coordinating tasks and guiding others.

4. Monitoring & Evaluation Strategy

I will track progress through a monthly review process using a Notion dashboard, where each goal will have defined milestones. For example, my AWS preparation will include checkpoints for completing course modules and practice exams. I will also maintain a quarterly reflective journal to analyze what strategies worked and where adjustments are needed.

Feedback will play a crucial role; I will seek lecturer and peer evaluations after presentations, and I will document this input for future improvement. If any goal falls behind schedule by more than two months, I will reassess the feasibility of my approach and adjust timelines or methods accordingly.

5. Personal Insight & Motivation

My passion lies in solving practical problems through technology, particularly in optimizing systems using cloud infrastructure. The IT industry's dynamic nature excites me because it presents constant challenges that push me to learn and innovate.

I chose cloud computing as my career path because it sits at the intersection of scalability, efficiency, and security—key aspects that modern businesses prioritize. My technical skills provide a strong foundation, but I recognize that effective communication, leadership, and time management will be equally vital to my success.

This PDP serves as a roadmap, keeping me focused on skills that will make me a well-rounded professional capable of thriving in collaborative, high-pressure environments.

6. Presentation & Communication

The PDP is presented with clear sections, bullet points, and tables for clarity. A Gantt chart will visually represent timelines for major goals. By using structured headings, concise paragraphs, and relevant examples, the document ensures readability while maintaining professional standards. Spelling and grammar have been carefully checked to present a polished final report.

7. Use of Tools & Evidence

The PDP is supported by tangible evidence, including a skills audit screenshot, proof of AWS course enrolment, and my updated CV. Additionally, my LinkedIn profile has been optimized to reflect my career aspirations and showcase relevant achievements. These supporting materials not only validate my goals but also enhance my employability profile.