# Personal Development Plan – Process

## **Principles**

1. Simple structure that follows an industry standard.
2. Periodically reviewed.
3. Connected to our IT Skills feedback process.
4. Driven by employees.
5. Supported by managers.

## **Simple Structure**

We’ll start basing our process on the 70:20:10 approach[[1]](#footnote-1) which is a well-known and accepted development and learning model in the industry.

The majority of learnings come from:

* 70% from learning on the job.
* 20% from learning from others.
* Only 10% comes from formal training.

We’ll also connect, especially the on the job goals, to the IT Skills Matrix resulted from the IT Skills feedback process.

## **Review Periodicity**

**Every two weeks**: Follow up during 1:1s, make sure progress is being made.

**Every quarter**: Review of the plans (make sure progress is being measures, change plans, define next steps).

## **Driven by Employees, Supported by Managers**

Employees are responsible for creating the developing the plan by using the PDP template.

Manager are responsible for clarifying how the template works, make sure each employee under his/her line management have a PDP, and executing the planned reviews with employees.

# Personal Development Plan

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| --- | --- |
| **Development plan for:** | **Max Muster** |
| Date prepared: | 28/06/2019 |
| Agreed with: | John Doe |
| Review to be done by: | 30/08/2019 |

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| --- | --- | --- | --- |
| **Development Goal** | **Actions to Take** | **Evidence of Success** | **By when** |
| **Formulate/describe your goal (1 or 2 sentences)** | **Identify specific actions that will be taken to achieve the goal. Include on the job actions, not just trainings.** | **How will you know success has been achieved?** | **Try to stagger so all results are not expected at the same time.** |
| Increase skills on automated testing | ***70% on the job***  Select 2 services where automated tests are not good and improve them.  Select 1 service where automated tests are terrible and improve them. | Increased code coverage on services x, y, z from 30% to 80%.  Numbers of combined monthly production issues on such services reduced from 10 to 0. | By the end of Q4. |
| ***20% from others***  Attend every month one meetup on test automation. | Attendance on the meetups.  Application of learnings on the job. | By the end of Q3. |
| ***10% from training***  No action. |  |  |
| Increase skills on Android development | ***70% on the job***  Pair with Android developers on small Android bug fixing.  Improve automated testing on Android code. | # of issues fixed on Android where you either was the driver or the navigator.  # of test coverage improvement on Android code base. | By the end of Q4 |
| ***20% from others***  Attend every month one Android development meetup. | Attendance on the meetups.  Application of learnings on the job. | By the end of Q3 |
| ***10% from training***  Attend an on-line Android development training on Udacity (sponsored by the company) | Training completion certificate  Demo the app created as final project for the training on a Show & Tell and share the learnings and overall experience. | By the end of Q4. |
| Increase visibility on other loveOS areas | ***70% on the job***  Pair with colleagues on other domains other than the profile service. | # of delivered features you participated that are not related to profile service. | By end of Q4 |
| ***20% from others*** |  |  |
| ***10% from training*** |  |  |

1. <https://en.wikipedia.org/wiki/70/20/10_Model_(Learning_and_Development)> [↑](#footnote-ref-1)