|  |  |
| --- | --- |
| **Your Name:**  **Manveer Bhangu** | **Upcoming**  **Stage: Stage 1** |

## Instructions

There are three sections to this IDP form: (1) setting individual goals for the upcoming stage; (2) reviewing your performance from the previous Stage; and (3) communicating anything about you or your team that your Supervisor needs to know.

Complete these three sections and submit the form to the **individual** dropbox folder for the relevant Stage.

## Part 1 – Planning

**To be completed at the beginning of each Stage – to set your individual goals for the upcoming Stage**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| What do I need to learn and complete during this Stage? | How does this help the team and our client meet its goals? | What steps will I take to achieve my individual goals? | How will I know when I have achieved my goals? | What specific things will I do to support my other team members? | Target completion dates |
| - Need to have a good understanding of WordPress | - Our site will be made through WordPress so understanding it early will give us more time to make the site perfect | - Set up a WordPress site on a free hosting site on the weekend using a tutorial | - After the tutorial is done and a functional webpage is created | - Communicate my progress throughout the week | Jan. 18/2015 |
| - Help develop a Skelton page for the main page | - Once the page is created we can show the client and get their approval | - Work together with my teammates through git and skype | - When the Skelton page is completed | - Ask if anyone needs help understanding WordPress or GitHub | Jan. 22/2015 |
| - Understand more about our company’s database | - A better understand will of what exactly is required, will enable us to create what they want | - Meet with the technical group working for the clients who began working on the database | - When I understand what the database needs | - Make sure the rest of my team understands the database requirements | Jan. 25/2015 |
|  |  |  |  |  |  |

## Part 2 - Review

**To be completed at the end of each Stage – to review your performance on your individual goals for the Stage that is just finishing**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| What were my successes in the previous Stage? | How did that help the team and our client meet our goals? | What do I need to improve on or do differently? | What specific things did I do to support my other team members? | How would my team members rate my performance? | How would I rate my own performance? |
| * Found a free hosting site and installed WordPress on it. | * We will be building the site on WordPress so it’s critical to understand it | * Spend more time working with plug-ins | * Communicated what I had done during each meeting so we were all caught up | * good | * good |
| * Developed a home page test | * The page used some plug-ins and code and was a good way to get used to how WordPress works. | * Try to add in a log in feature to the page | * Communicated what I had done during each meeting so we were all caught up | * good | * good |
| * Better understand of the database | * It will help create a more useful database for the site | * We still need to meet with the volunteers who have just begin the database | * Talk to our clients and arrange a meeting with the volunteers | * good | * good |

## Part 3 - Feedback

**What does our Team Supervisor need to know about me or the other members of my team?**

**We have managed to learn a lot about WordPress and make sample pages while finding new plug-ins that will help us to make the site friendlier for our clients to eventually update. We have sent an e-mail to try to set up a meeting with the volunteers to learn more about the database.**