**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)**

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| 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 completionNote that these need to be realistic/achievable |
| Academic writing | Source and review authoritative material on how to write academic research reports. | Library | Peer reviewsSupervisor feedback | End of capstone |
| Criticality | Source and review authoritative material on how to apply criticality when developing research reports. | ExamplesSupervisorLibrary | Peer reviewsSupervisor feedback | End of capstone |
| Machine learning and artificial intelligence | Review tutorials and other material on developing ML/AI systems. Develop test environment and experiment with ML/AI tools. | LibrarySource codeData sources | Peer reviewsSupervisor feedback | End of capstone |
| Statistical data analytics | Review textbooks on use of statistics in data analytics | Library | Supervisor feedback | End of capstone |