University of Essex

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)

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 completion Note that these need to be realistic/achievable
Project manage the implementation of a restful API supplied by a customer to integrate their exam system with my organisation's Virtual Learning Environment (VLE). The aim of this is to automate the enrolment of students on the exam system and the transfer of marks back to the VLE.	Take Linkedin learning courses to increase my knowledge of Restful APIs and re-review course content. Determine the exact mapping of the functionality required using the API.	Discuss with IT project managers the allocation of developer colleagues' time, liaise with the relevant designated technical architect and supplier.	The successful delivery of this project (a working system delivered before May 2022).	April 2022.