

## 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)**

<b>What do I want/need to learn?</b> Provide a specific description of the desired changes (e.g. skills to gain, knowledge to acquire, topics/themes/content to cover)	<b>What do I have to do to achieve this?</b> Some examples, a new/ongoing course, conference, self-development (like wider research or reading), coaching/mentoring, job shadowing	<b>What resources or support will I need?</b> Some examples, teaching staff support, library support, student advisor support, line manager, etc.	<b>How will I measure success?</b> Some examples, appraisals, course assessments, team feedback, tutor feedback	<b>Target dates for review and completion</b> Note that these need to be realistic/achievable
<b>Improve my YAML writing skills</b>	<b>To write from scratch a YAML file that can be used to manage GitHub actions</b>	<b>Fellow Data Engineers from my place of work, online courses, line manager</b>	<b>Course assessment, successful implementation of GitHub actions based on the file I wrote (i.e. the GitHub actions execute as intended)</b>	<b>31/12/2023</b>
<b>Participate in a professional community</b>	<b>Contact the DBT Labs and propose organising DBT events locally</b>	<b>I am able to contact the DBT myself, then I will need their support to organise the event</b>	<b>It will be marked as success the minute after the first organised event ends</b>	<b>01/06/2024</b>
<b>Change management</b>	<b>Lead the workshops inside my current company about the definition of Done (for projects), then take agreements and introduce that change for the team; work with the leadership team at my current company to understand and facilitate change management within the Data Organisation</b>	<b>Line manager, peers feedback</b>	<b>Once the workshops are delivered and agreed outcomes are introduced with adherence rate of at least 95%</b>	<b>01/03/2024</b>



<b>Communication</b>	<b>Create presentation about the ELT improvements at my current company and submit it to the Call for Presentation for the next year's BigData conference in Warsaw</b>	<b>Line manager, peers feedback</b>	<b>If my presentation is accepted and then delivered, this will be already considered a success; extension to that will be a feedback on my presentation provided by the conference attendees</b>	<b>01/03/2024</b>
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