Personal Development Plan (PDP)

Student Name: Perera H C T

Student ID: IT23727472

Degree: BSc (Hons) in Information Technology

Year: 2 Semester: 2

1. Self-Assessment

I carried out a comprehensive self-evaluation using SWOT analysis and detailed skills assessment to systematically identify my current professional position, existing capabilities, and areas that need development. This structured process gave me the opportunity to conduct an in-depth reflection on all aspects including my personal strengths and limitations, important opportunities available to me in the future, as well as potential threats that could hinder my professional progress.

Strengths

My main strengths include rapid learning ability and a natural inclination toward self-directed learning. I have particularly developed strong logical thinking skills in coding (Java, Python) and solving complex mathematical problems. These abilities have grown through continuously tackling new mathematical challenges, programming exercises, and systematic practice using tutorial videos. Additionally, my capacity to grasp technical concepts and apply them practically is among my key advantages.

Weaknesses

As for weaknesses, I have identified anxiety and nervousness during presentations and viva voce examinations as a major limitation. Specifically, speaking in English, clearly explaining concepts, and the lack of confidence in verbal communication are significant challenges I face. I have clearly recognized that improvements in these areas are necessary.

Opportunities and Threats

Regarding opportunities, easy access to online learning platforms, building connections with industry professionals through university activities, and the possibility of participating in internship programs to gain practical experience are valuable. However, the constant need for continuous learning due to ongoing technological developments in the IT field and competition from rivals with broader industry connections have been identified as threats.

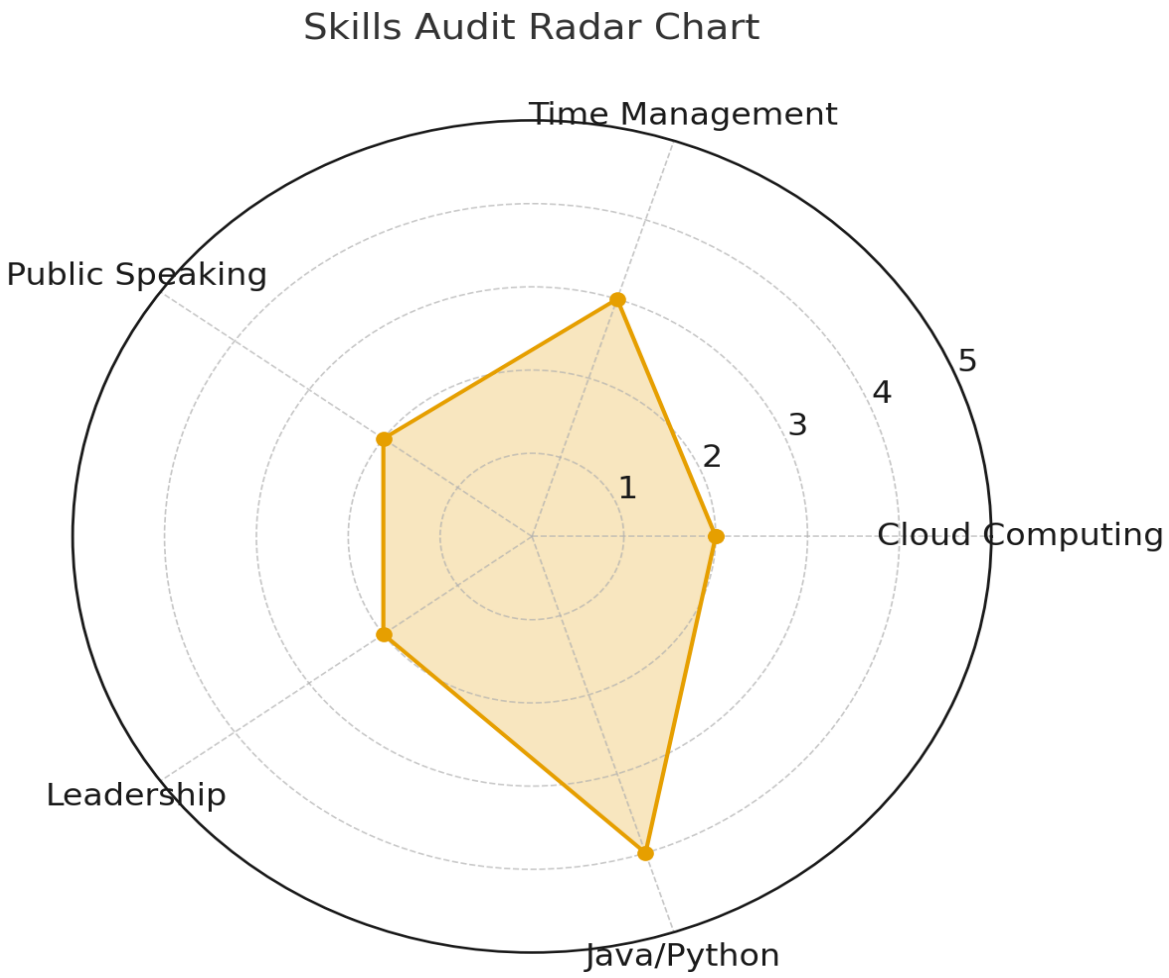
Values & Learning Style

I value reliability and curiosity—reliability helps me keep steady study habits and meet commitments, while curiosity motivates me to explore new tools and concepts. My learning style

is Visual–Read/Write: I learn best with diagrams, flowcharts, and concise notes, so I will sketch designs before coding and prepare one-page summaries before viva sessions.

Skills Assessment Conclusion

The skills assessment I conducted has identified notable gaps in cloud computing, time management, public speaking, and leadership skills. These areas are designated as priorities in my future professional development plan, and I intend to implement a systematic program to address them.



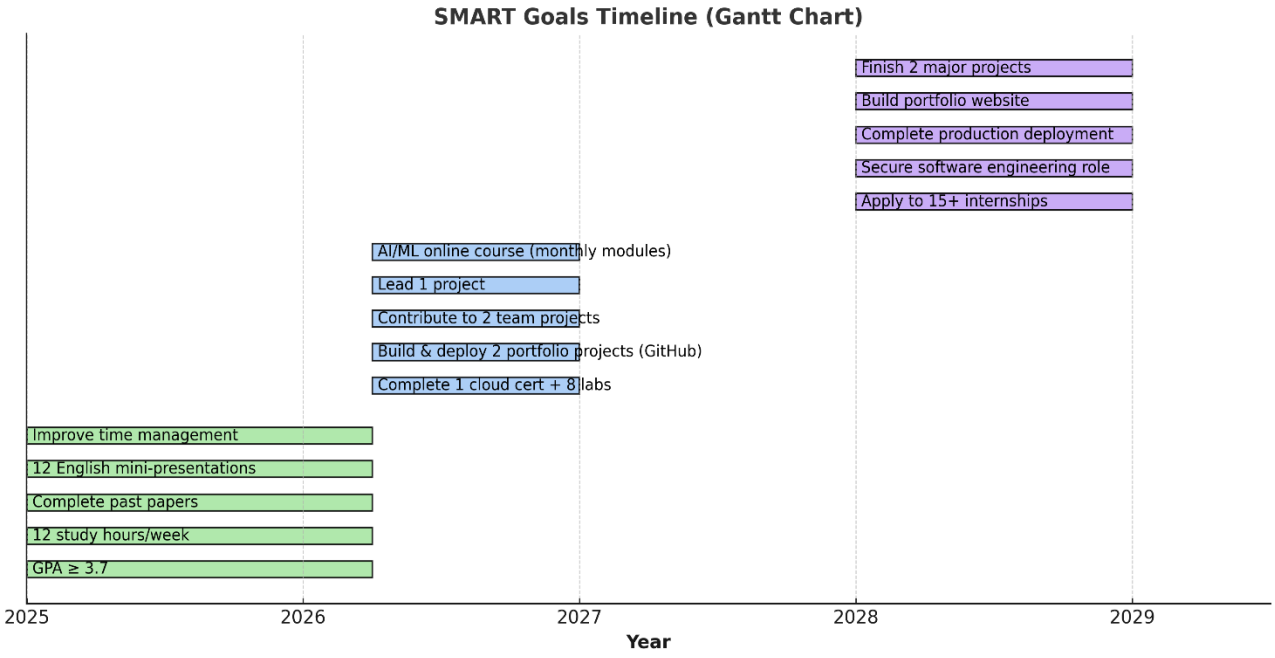
2. Goal Setting

Using the SMART framework as my guide, I have developed a progressive goal structure that is specific, measurable, achievable, relevant, and time-bound. These goals are categorized into three phases: short-term, medium-term, and long-term. They directly address the gaps identified in Section 1 (English speaking confidence, time management, cloud fundamentals, and leadership).

Short-term goals (6-12 months): To achieve high academic performance, I am committed to studying all semester lessons while following good time management practices. I plan to prepare successfully for major and minor subjects through systematic study using past papers and paper discussions, with the aim of reaching a GPA of 3.7+. Targets by 31 March 2026: GPA ≥ 3.7; ≥ 12 study hours per week; complete ≥ 6 past papers per major and ≥ 3 per minor; ≥ 90% on-time task completion (tracked weekly); deliver 12 recorded 3–5 minute English mini-presentations (average clarity score ≥ 4/5).

Medium-term goals (1-3 years): Following current trends in the technology field, I want to significantly develop my knowledge by mastering coding technologies, collaborative platforms like GitHub, and modern technologies such as tools related to various software fields, artificial intelligence, and machine learning. By 31 August 2027: complete one entry-level cloud certification and 8 hands-on labs; build and deploy 2 portfolio projects (GitHub repo + README + live demo, ≥ 100 commits total); contribute to 2 team projects and lead 1 (team feedback average ≥ 4/5).

Long-term goals (3-5 years): My aim is to secure a quality job opportunity in the software engineering field and build a strong foundation for my professional career by gaining extensive practical experience within this field. By 31 August 2029: secure a software engineering role aligned to my cloud/backend focus (evidence: offer/acceptance letter) and **complete** at least one production deployment with documented impact.



3. Action Planning

For Short-term Goals (6-12 months):

To achieve my target GPA of 3.7+, I will create a structured weekly study schedule dedicating specific hours to each subject based on credit hours and difficulty level. Starting immediately, I will allocate 2-3 hours daily for regular coursework review and an additional 4-5 hours on weekends for deeper study sessions.

I will form study groups with classmates by the end of this month to facilitate paper discussions and knowledge sharing. Every two weeks, I will practice with past examination papers under timed conditions to simulate actual exam environments. I will also schedule regular consultation sessions with lecturers during their office hours to clarify difficult concepts and seek guidance on areas needing improvement.

To improve my time management, I will use digital tools like Google Calendar to track assignment deadlines and exam dates, setting reminder alerts one week in advance. I will review my academic progress monthly and adjust study methods based on quiz and assignment performance.

For Medium-term Goals (1-3 years):

Starting next month, I will dedicate 1.5 hours every weekday evening to coding practice using platforms like HackerRank and LeetCode to strengthen my programming skills. I will complete at least three coding challenges weekly and gradually increase the difficulty level.

By March 2026, I will create a professional GitHub profile and commit to uploading at least one project every two months, documenting my learning progress. I will contribute to open-source projects related to my field of interest to gain collaborative experience.

For AI and machine learning knowledge, I will enroll in reputable online courses such as Coursera's Machine Learning Specialization by June 2025. I will complete one module per month while implementing practical projects using Python libraries like TensorFlow and scikit-learn. I will also join relevant online communities and forums to stay updated with industry trends and network with professionals.

I will attend at least two technology conferences or webinars per semester to understand current industry requirements and emerging technologies.

For Long-term Goals (3-5 years):

Beginning in my third year, I will actively pursue internship opportunities by applying to at least 15 companies each semester. I will prepare for technical interviews by practicing coding problems daily and studying system design concepts.

I will build a professional portfolio website showcasing my projects, skills, and achievements by the end of 2025. This portfolio will be regularly updated with new projects and certifications.

To gain practical experience, I will seek part-time positions or freelance opportunities in software development during university breaks. I will also consider participating in hackathons and coding competitions to enhance my problem-solving abilities and expand my professional network.

By my final year, I will complete at least two significant projects that demonstrate my technical skills and innovation, making me a competitive candidate for software engineering positions. I will also maintain connections with industry professionals through LinkedIn and attend career fairs to explore job opportunities.

I will prepare thoroughly for job interviews by practicing behavioral questions, technical assessments, and staying updated with the latest technologies relevant to my desired career path.

Action Planning Checklist & Progress Tracker

Goal / Action	Timeline	Resources & Support	Success Measure
Improve GPA (≥ 3.7): Weekly study schedule	2025-Mar 2026	Google Calendar, Study groups, Lecturer consultations	Semester GPA ≥ 3.7, 90% on-time tasks
English Communication: 12 mini-presentations	2025-Mar 2026	Peer group feedback, Recordings, University support	Clarity score ≥ 4/5
Cloud Certification: 1 entry-level cert + 8 labs	2026-2027	Coursera, AWS Free Tier, Documentation	Certification achieved, labs completed
Portfolio Projects: 2 GitHub projects + 100 commits	2026-2027	GitHub, Online tutorials, Team collaboration	Projects deployed with README + live demo
Internship Applications: Apply to 15+ companies/semester	2028-2029	CV, LinkedIn, Career fairs	Internship/job offer secured

4. Monitoring & Evaluation Strategy

I plan to track my progress using a simple monthly check-in system where I review each goal and mark off completed tasks. For my academic goals, I'll monitor my semester grades and assignment scores to ensure I'm on track for the 3.7+ GPA target.

For my coding and technology learning, I'll keep a basic log of completed projects, courses finished, and new skills learned each month. I'll also ask classmates and lecturers for feedback on my presentations and group work to understand where I'm improving and what still needs work.

If I notice I'm falling behind on any goal by more than a month, I'll sit down and figure out what's going wrong - maybe I need to adjust my study schedule or try a different approach. The key is staying flexible and honest about what's actually working.

5. Personal Insight & Motivation

What really drives me is the problem-solving aspect of technology and how software can make things work better and faster. I find it satisfying when I can write code that actually solves a real problem or makes a process more efficient.

I'm drawn to software engineering because technology is always evolving, which means there's always something new to learn. It's challenging but in a good way - I never get bored. Plus, seeing how software impacts businesses and people's daily lives makes the work feel meaningful.

I know my technical skills are developing well, but I also realize that being successful isn't just about coding. I need to get better at explaining my ideas clearly, working with teams, and managing my time properly. These "soft skills" are just as important as the technical ones, especially when working on real projects with deadlines and team members.

6. Presentation & Communication

This development plan is organized with clear headings and straightforward language to make it easy to follow. I've tried to be specific about timelines and actions rather than being vague about my intentions.

I've kept the writing concise and focused on practical steps rather than lengthy explanations. Each section builds on the previous one to show how my self-assessment leads to clear goals, then to specific actions, and finally to a realistic monitoring approach.

7. Use of Tools & Evidence

To support this plan, I've updated my CV to reflect my current skills and academic achievements. I'm also working on improving my LinkedIn profile to better showcase my programming projects and career interests.

I plan to document my progress with screenshots of completed courses, project code repositories, and grade transcripts as evidence of meeting my academic and technical learning goals. This will help me track concrete progress rather than just hoping I'm improving.

210 Stars Ave
Berkeley, CA 78910

808.555.0118

dian@example.com

www.greatsiteaddress.com

PROFILE SUMMARY

Motivated and adaptable IT undergraduate with strong problem-solving skills and a solid foundation in **Java, Python, and SQL**. Quick learner with a passion for **cloud technologies, AI/ML, and software engineering**. Experienced in individual and team-based projects, with a focus on applying logical coding and analytical thinking to real-world challenges.

H C T PERERA

SKILLS

- **Programming:** Java, Python, SQL
- **Tools & Platforms:** GitHub, Google Workspace
- **Professional Skills:** Problem-solving, teamwork, communication
- **Knowledge Areas:** Cloud fundamentals (beginner), software development lifecycle

EDUCATION

BSc (Hons) in Information Technology
Sri Lanka Institute of Information Technology (SLIIT)
Year 2, Semester 2 | Expected Graduation: 2027

PROJECTS

- **Portfolio Website** – Designed and developed a personal portfolio showcasing projects and skills.

- **Lab Report Analysis System** – Built a small-scale system to manage and analyze medical/lab reports.

- **Cholesterol Dashboard** – Created a data dashboard to visualize health metrics with graphs and insights.

DESIGN & LAYOUT SUGGESTION

- **Font:** Use Calibri, Segoe UI, or Helvetica (10–11 pt for text, 12–14 pt for headings).
- **Colors:** Headings in dark gray or navy blue; body text in black.
- **Structure:** Two-column layout works well (left narrow column for skills & interests, right wide column for profile, education, projects, achievements).
- **Icons:** Use minimal icons for sections (🎓 Education, 💻 Skills, 📁 Projects, etc.) if you want a modern look.
- **Header:** Your name bold, larger (16–18 pt), with a subtle horizontal line beneath.