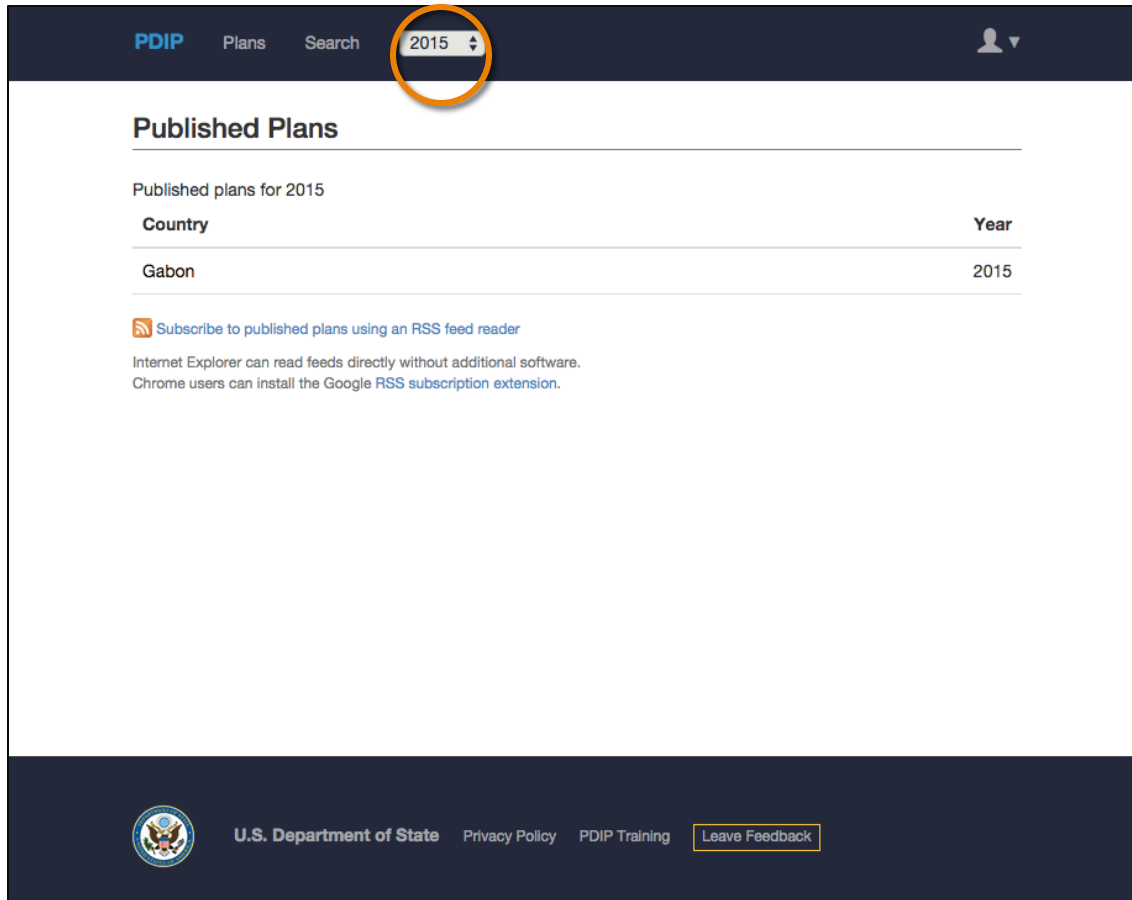


PDIP Training Module



Instructions
for filling out
a PDIP

Instructions for filling out PDIP



The screenshot shows the PDIP Main Page. At the top, there is a dark blue navigation bar with the PDIP logo, links for 'Plans' and 'Search', a year filter dropdown set to '2015' (highlighted with an orange circle), and a user profile icon. Below the navigation bar, the main content area is titled 'Published Plans'. It shows 'Published plans for 2015' and a table with two columns: 'Country' and 'Year'. The table lists 'Gabon' for the year '2015'. Below the table, there is an RSS feed link and instructions for using Internet Explorer or Chrome to read feeds. At the bottom, there is a dark blue footer with the U.S. Department of State logo, links for 'Privacy Policy', 'PDIP Training', and a 'Leave Feedback' button.

Country	Year
Gabon	2015

- **PDIP Main Page**
- This page shows published plans that you can review or subscribe to using the instructions within PDIP on the main page. The date filter will determine the fiscal year for which plans are shown. You will only see plans for your assigned mission.

(The “Plans” link on the top navigation bar will take you to a new page where you will see your plans.)

Instructions for filling out PDIP

PDIP Plans Search 2015

Published Plans

Published plans for 2015

Country	Year
Austria	2015
Brazil	2015
Burkina Faso	2015
Cambodia	2015

[Subscribe to published plans using an RSS feed reader](#)
Internet Explorer can read feeds directly without additional software.
Chrome users can install the [Google RSS subscription extension](#).

U.S. Mission to Austria

2015 PDIP for Austria

[Expand all](#) | [Collapse all](#) | [View this plan as a printable page](#)

Mission:	U.S. Mission to Austria (view mission ICS plans)
Country:	Austria
Fiscal Year:	2015
Version Number:	2.0 (Published)

- **Goal 1** – Austria actively engages on regional and global challenges as a reliable partner in law enforcement and national security endeavors.
- **Goal 2** – The Austrian public supports and trusts United States policies and values.
- **Goal 3** – Austria contributes to economic growth in the United States and worldwide.
- **Goal 4** – Mission provides outstanding service to official and private American citizens present in Austria, Austrian citizens, and third-country nationals residing in Austria, as well as support services to other Embassies in the region.

U.S. Department of State Privacy Policy PDIP Training [Leave Feedback](#)

- **PDIP Mission Plans**
- On the home page you will see “Published Plans.”
- Click on a plan to view the content.
- You can expand and collapse the entire plan or click on individual exposure triangles.

(To see a printable version in a new page click on the printable view link in the top right corner of the plan.)

Instructions for filling out PDIP

The screenshot shows the PDIP interface for the year 2015. The top navigation bar includes 'PDIP', 'Plans', 'Search', and a dropdown for '2015'. The main content area is titled 'Mission Plans' and includes a sub-header 'GAB, COM MISSION PLANS FOR 2015'. There are links for 'Expand all', 'Collapse all', and 'Help'. The 'Draft Plans' section shows a table with columns 'Country', 'Year', 'Version', and 'Status'. The 'Completed Plans' section shows a table with the same columns. The 'U.S. Mission to Comoros' plan is highlighted, showing details like 'Mission: U.S. Mission to Comoros (view mission ICS plans)', 'Country: Comoros', 'Fiscal Year: 2015', and 'Version Number: 0.5 (Checked In)'. The 'Edit' button is circled in orange. The footer includes the U.S. Department of State logo, 'Privacy Policy', 'PDIP Training', and a 'Leave Feedback' button.

Country	Year	Version	Status
Comoros	2015	0.5	Checked In

Country	Year	Version	Status
Gabon	2015	1.0	Published

U.S. Mission to Comoros
2015 PDIP for Comoros

Mission:	U.S. Mission to Comoros (view mission ICS plans)
Country:	Comoros
Fiscal Year:	2015
Version Number:	0.5 (Checked In)

► **Goal 1** – Strengthening Democratic Institutions
► **Goal 2** – Spur Economic Growth, Trade, and Investment
► **Goal 3** – Advance Peace and Security

This is version 0.5, Checked In by Bill Mosby at 2014-09-25 18:53Z [Help](#)

- **Edit Mission Plan**
- Once in a mission plan, you can review what is already in the plan and make edits to it by clicking on the name of the country you wish to edit the plan for.

(Once you start editing a plan it will be checked out. After an hour of inactivity a plan can be checked in by any other user.)

Instructions for filling out PDIP

PDIP Plans Search 2015

Edit Mission Plan

Mission:	U.S. Mission to Comoros
Country:	Comoros
Fiscal Year:	2015
Version Number:	0.5 (Checked Out by Bill Mosby at 2014-09-23 19:42Z)

INTERNAL NOTE – None specified

GOAL: Strengthening Democratic Institutions

OBJECTIVE: Comoros improves the functioning of governmental institutions, in particular in the judicial and law enforcement sector so they are more responsive to citizens and more effective

GOAL: Spur Economic Growth, Trade, and Investment

OBJECTIVE: Comoros improves its capacity to fight corruption to provide an incentive for foreign investment

OBJECTIVE: Comoros reduces its dependence on agricultural imports through the development of indigenous agricultural production and distribution capacity

OBJECTIVE: Comoros provides vocational training on all three islands in blue collar (e.g., construction) and service sector skills (e.g., tourism) to reduce reliance on foreign workers

- **Edit Mission Plan Drop Downs**
- Plans are broken down into goals and objectives.
- Click on an objective to expand it.

(Internal notes are only visible to you and will not appear on published plans.)

Instructions for filling out PDIP

The screenshot shows a web form for a Plan Development and Implementation Plan (PDIP). The form is titled "GOAL: Strengthening Democratic Institutions". Below the title is a grey box containing the "OBJECTIVE: Comoros improves the functioning of governmental institutions, in particular in the judicial and law enforcement sector so they are more responsive to citizens and more effective".

Below the objective is the "AUDIENCES:" section, which is circled in orange. It contains a list of subobjective categories: "Age" (with options "18-35" and "35+"), "Gender" (with options "Male" and "Female"), and "Professional Affiliation" (with options "Business", "Media", and "Students"). Below this list is a button that says "+ Add a new subobjective".

Below the audiences section are three fields: "INITIATIVE: This is a test", "RESULT: None specified", and "ACTIVITY: None specified".

Below these fields is a table with two rows. The first row is "Fiscal Quarter:" with a table of checkboxes for "Q1", "Q2", "Q3", and "Q4", and a text field for "FY 2015". The second row is "Mission Collaborators:" with a text field and a "+ Show" button. The third row is "External Collaborators:" with a text field containing "None specified".

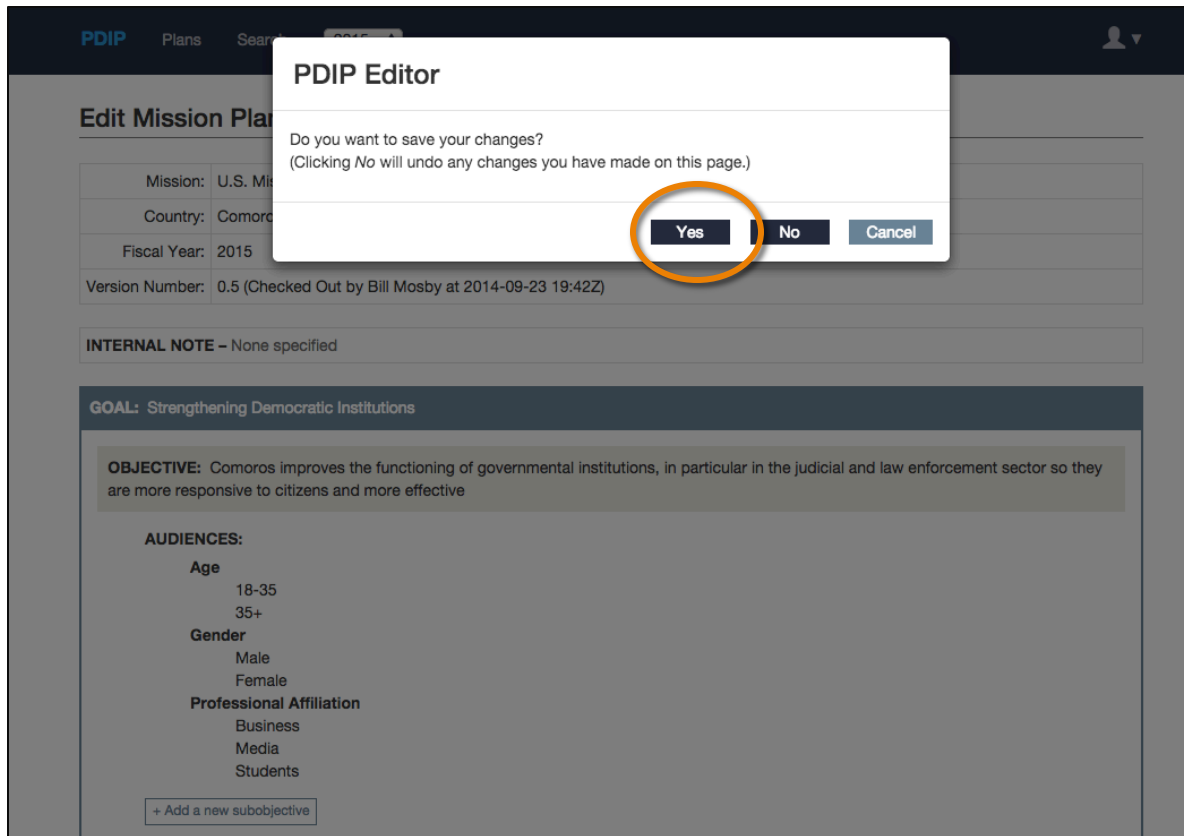
Below the table is a button that says "+ Add a new activity".

Below the button is the "THEMES:" section, which is also circled in orange. It contains a list of theme categories: "Theme" and "Education".

- **Filling Out PDIP**
- Each objective under every goal has a set of editable sections.
- Anytime your cursor turns into a “hand” clicking on that item will allow you to edit that portion of the plan.

(Once you have edited your plan, you can save your plan by clicking out of the plan.)

Instructions for filling out PDIP



The screenshot shows the PDIP Editor interface. A modal dialog box titled "PDIP Editor" is centered on the screen, asking "Do you want to save your changes?" with a subtext "(Clicking No will undo any changes you have made on this page.)". The dialog has three buttons: "Yes" (highlighted with an orange circle), "No", and "Cancel". In the background, the "Edit Mission Plan" form is visible, containing fields for Mission, Country, Fiscal Year, and Version Number. Below these fields is an "INTERNAL NOTE" section and a "GOAL" section with an "OBJECTIVE" text area. Underneath the objective is an "AUDIENCES" section with checkboxes for Age, Gender, and Professional Affiliation. At the bottom of the audiences section is a button labeled "+ Add a new subobjective".

Mission:	U.S. Mission
Country:	Comoros
Fiscal Year:	2015
Version Number:	0.5 (Checked Out by Bill Mosby at 2014-09-23 19:42Z)

INTERNAL NOTE – None specified

GOAL: Strengthening Democratic Institutions

OBJECTIVE: Comoros improves the functioning of governmental institutions, in particular in the judicial and law enforcement sector so they are more responsive to citizens and more effective

AUDIENCES:

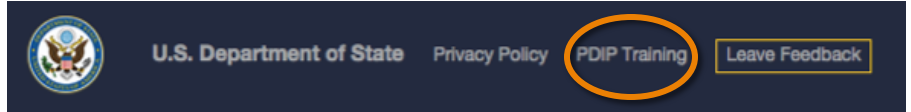
- Age**
 - 18-35
 - 35+
- Gender**
 - Male
 - Female
- Professional Affiliation**
 - Business
 - Media
 - Students

+ Add a new subobjective

- **Saving Edits**
- You will be prompted to save your edits once you leave a plan.
- You can leave a plan by clicking on a direction navigation bar item or the “Back to List” button at the bottom of the page.

(Once you save your changes you can choose to check your plan so you can submit it or others can edit it.)

The PDIP Training link is located in the application footer.



For more information, please email
PDIPinfo@state.gov