



My Development Plan Checklist: Copying Previous Goals to a New Development Plan

Step	Task	Complete	Incomplete
1	Log in to the TMS 2.0 .		
2	Choose My Development Plan from the Home navigation drop-down list at the top of your TMS Home page.		
3	On the My Development Plan workspace page, select the current fiscal year's Individual Development Plan from the plan drop-down list on the top left of the page.		
4	Select the Add Goal button at the top right of the page and then select Copy From Other Development Goal Plan from the drop-down list.		
5	On the Copy Goals (Step 1: Select Goal Plan) dialog box, select the previous year's plan and then the Next button.		
6	On the Copy Goals (Step 2: Select Goal) dialog box, select the checkbox for any goal or goals you want to copy to your new plan and then the Copy button.		
7	The copied goal or goals will now appear on your current development plan. You will notice the all goal-related information was also copied. You will need to verify and/or update the details for each copied goal. To update any of the copied goal details, select the Edit link next to the goal name. To delete a copied goal, select the Actions (Ellipsis) icon to the right of the Goal Name and then Delete Development Goal .		
8	Next, you will need to verify and/or update the learning activity or activities copied for each goal. To delete a <i>TMS learning activity</i> , select the Goal Actions (Ellipsis) icon next to the activity name and then Delete . To update a <i>custom learning activity</i> , select the Pencil icon next to the activity name and edit the custom learning activity; or to delete a <i>custom learning activity</i> , select the Goal Actions (Ellipsis) icon next to the activity name and then Delete .		
9	Add other development goals and learning activities you have prioritized for this year. When you complete your plan, email your manager to discuss your IDP.		