



U.S. Department of Veterans Affairs
Employee Job Aid
My Development Plan (MDP)

Employee Job Aid: My Development Plan (MDP)

(Revision Date: February 13, 2023)

Purpose

The purpose of this job aid is to guide you through the step-by-step process of navigating your My Development Plan (MDP).

In this job aid, you will learn how to:

- Task A. Use Best Practice
- Task B. Access My Development
- Task C. Use Development Plan Options
 - Edit Display Options
 - Print Development Plan
 - View Development Goal Detail/Change Log
- Task D. Create Development Goal
 - Create a New Development Goal
 - Copy Goal from Other Development Goal Plan
- Task E. Add Learning Activities to a Goal
 - From Catalog (Library)
 - Custom Learning Activity
- Task F. Maintain or Edit Development Goals
 - Edit Development Goal & Learning Activities
 - Delete Development Goal & Learning Activities

Before You Begin!

VA's paper-based Individual Development Plan (IDP) is now the electronic My Development Plan, or MDP. MDP is available for VA employees and should only be used for professional development purposes. Any development goals and activities will not be used to assess or evaluate employee performance. MDP is a tool to help the employee enhance competencies, skills, and abilities in the current position and help prepare for a future role.

Before you create your MDP, you must validate your Supervisor/Manager using the **Validate/Update Manager** tile on your **TMS Home Page**. This important step allows your Supervisor/Manager to review, update, and certify the conversation about your development.

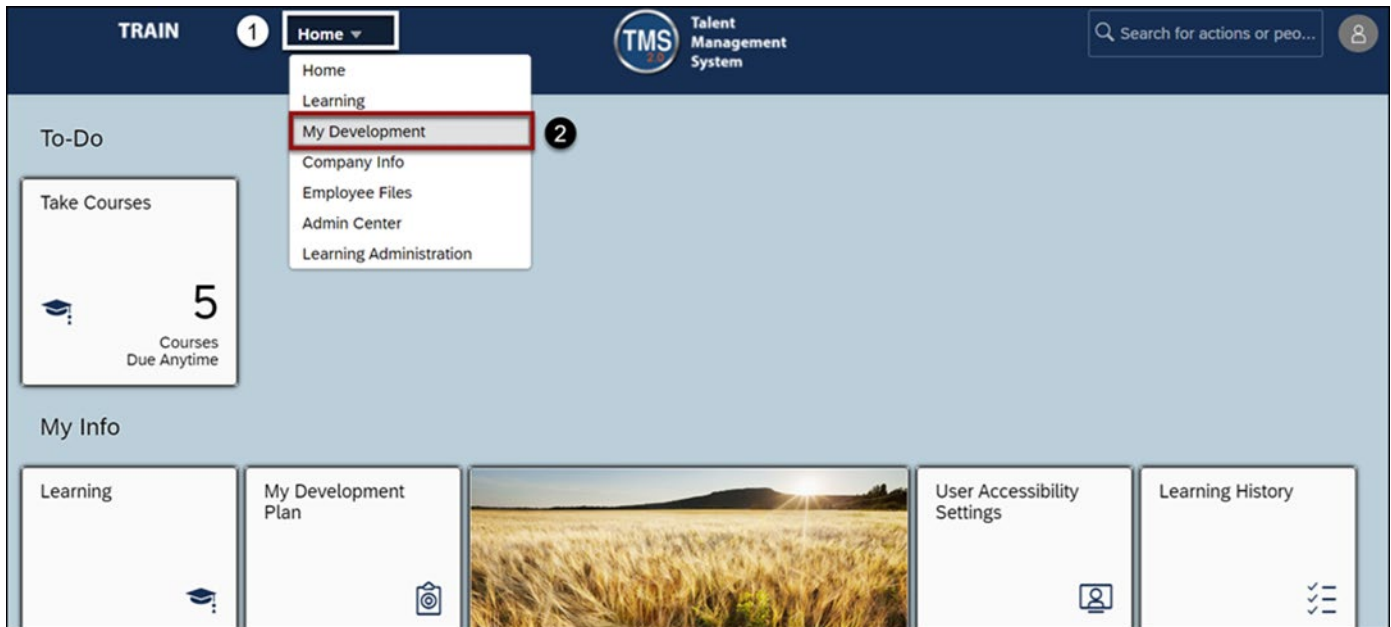
On the **My Development Plan** page, your Supervisor/Manager can review and edit your MDP. Supervisors/Managers are advised to have a conversation with you about any changes to your plan prior to making any modifications.

Task A. Use Best Practice

- **Employee-** Open **My Development Plan** to add or edit a development goal.
- **Employee-** Observe the **Not Reviewed** visual cue for each goal prompting you to contact your Supervisor/Manager and discuss your development needs and help you identify appropriate learning activities to accomplish the goal.
- **Supervisor/Manager-** Review each goal. Click the **Edit Development Goal** link. On the details page, toggle the **Manager Reviewed** drop-down list from **Not Reviewed** to **Reviewed**, and save the change.
- **Employee and Supervisor/Manager-** Observe the **Reviewed** visual cue on the goal indicating the conversation about the goal was completed.
- **Employee-** Set a calendar reminder to return to MDP every September 1st to update the status of your goals and activities and add completion dates.

Task B. Access My Development

1. From the VA TMS landing page, select the **Home** dropdown menu.
2. Select the **My Development** option. This will navigate you to the My Development area of the TMS. **Note:** Selecting the My Development Plan tile under the My Info section will also navigate the employee to the My Development area.



Task C. Use Development Plan Options

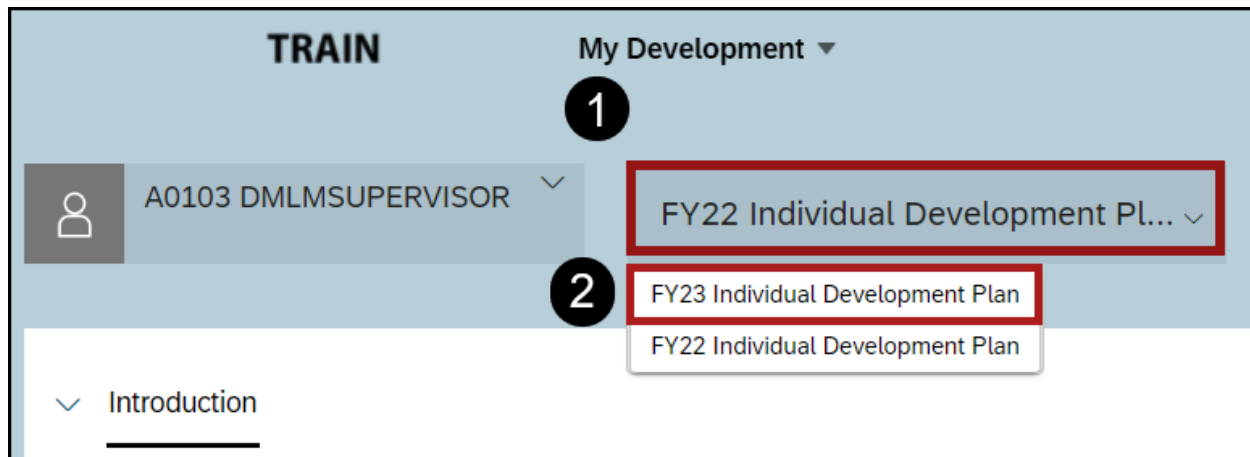
Edit Display Options

1. Select the **Display Options** button in the upper right corner of your My Development Plan.
2. From the dropdown menu, **check the boxes** next to the fields you want to display for each goal. When you uncheck the box, that field will no longer be displayed for that goal.
3. Select the **Update** button.

The screenshot shows the 'My Development Plan' interface in the TMS 2.0 system. The user is logged in as 'A0009 DMLUSER' and is viewing the 'FY23 Individual Development Plan'. The interface includes a search bar, a '+ Add Goal' button, and a dropdown menu for 'Actions'. The 'Display Options' dropdown menu is open, showing a list of fields with checkboxes: Alerts, Estimated Cost, Actual Cost, Expected Outcome, Competencies, Goal Start Date, Goal Due Date, Status, Date Completed, Manager Reviewed, and Learning Activities. The 'Update' button is highlighted at the bottom of the dropdown menu. The main content area displays an 'Introduction' section with a heading 'VA Employees: Are You Future Ready?' and a welcome message to the 'My Development Plan (MDP)'. It also includes a 'Before You Begin!' section with instructions and a 'Best Practice!' section with tips for using the MDP.

Print Development Plan

1. On the My Development Plan page, select the **Fiscal Year** dropdown button.
2. Select the current **Fiscal Year's Individual Development Plan** from the dropdown menu located on the top left of the page.



3. Select the **Actions** button.



4. Select **Print to HTML or PDF** to generate Print Review.



5. In the **Print Preview** popup window, select the radio dial button for the format you wish to print, **HTML** or **PDF**.
6. Select the **Open** button.

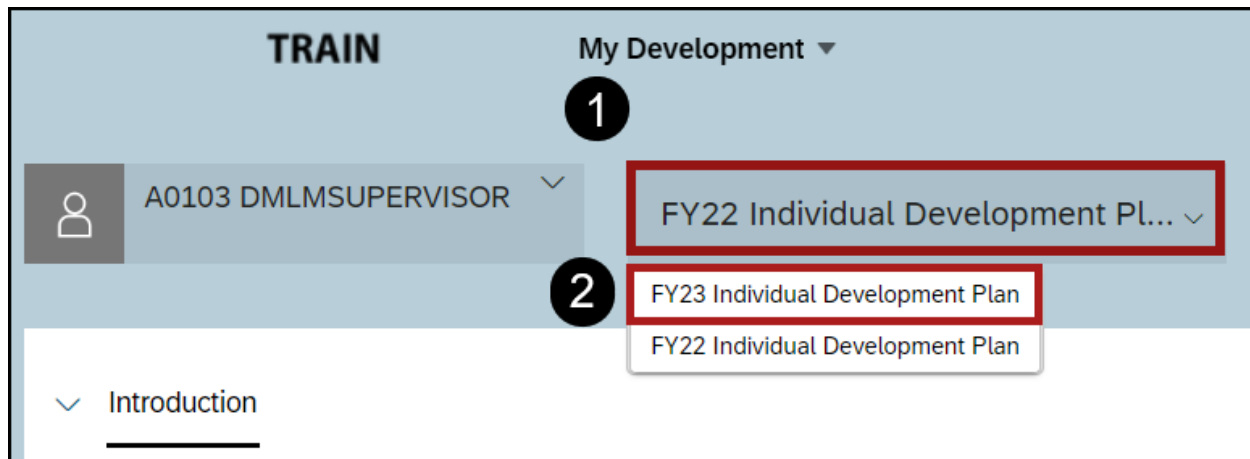
The image shows a 'Print Preview' dialog box. Inside, there is a section labeled 'Format' with two radio buttons: 'HTML' and 'PDF'. The 'PDF' button is selected. A red box highlights the 'Format' section, and a black circle with the number '5' is next to it. At the bottom right, there are two buttons: 'Cancel' and 'Open'. The 'Open' button is highlighted with a red box, and a black circle with the number '6' is next to it.

7. Conclude the printing procedure from the HTML or PDF document.

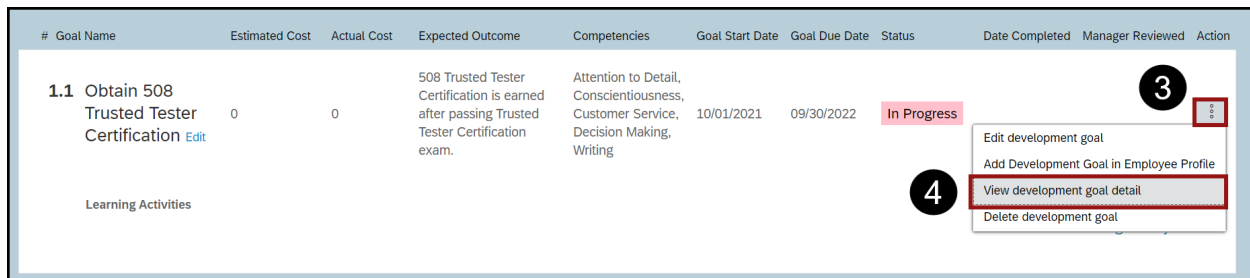
FY22 Individual Development Plan for A0105 DMLMSUPERVISOR									
Short-Term (0 - 1 Year)									
Goal Name	Estimated Cost	Actual Cost	Expected Outcome	Competencies	Goal Start Date	Goal Due Date	Status	Date Completed	Manager Reviewed
1.1 Obtain 508 Trusted Tester Certification	0	0	The 508 Trusted Tester Certification is earned after passing Trusted Tester Certification exam.	Attention to Detail, Conscientiousness, Customer Service, Decision Making, Writing	10/01/2021	10/30/2022	In Progress		
Learning Activities									

View Development Goal Detail/Change Log

1. On the My Development Plan page, select the current **Fiscal Year** dropdown button.
2. Select the current **Fiscal Year's Individual Development Plan** from the dropdown menu located on the top left of the page.



3. Select the **goal actions** button.
4. Select the **View development goal detail** option from the dropdown menu.



5. View the **Audit History** section on the **Development Goal Detail** page. **Note:** Supervisor/Manager edits will also be visible in the Audit History section.
6. After reviewing the Audit History section, select the **Return to My Development Plan** link.

Detail View of Development Goal for A0105 DMLMSUPERVISOR

[Return to My Development for A0105 DMLMSUPERVISOR](#)
6

Category : Short-Term (0 - 1 Year)

Goal Name: Obtain 508 Trusted Tester Certification

Expected Outcome: **The 508 Trusted Tester Certification is earned after passing Trusted Tester Certification exam.**

Estimated Cost: 0

Actual Cost: 0

Goal Start Date: 10/01/2021

Goal Due Date: 10/30/2022

Competencies: Attention to Detail, Conscientiousness, Customer Service, Decision Making, Writing

Status: **In Progress** 5

Date Completed:

Manager Reviewed:

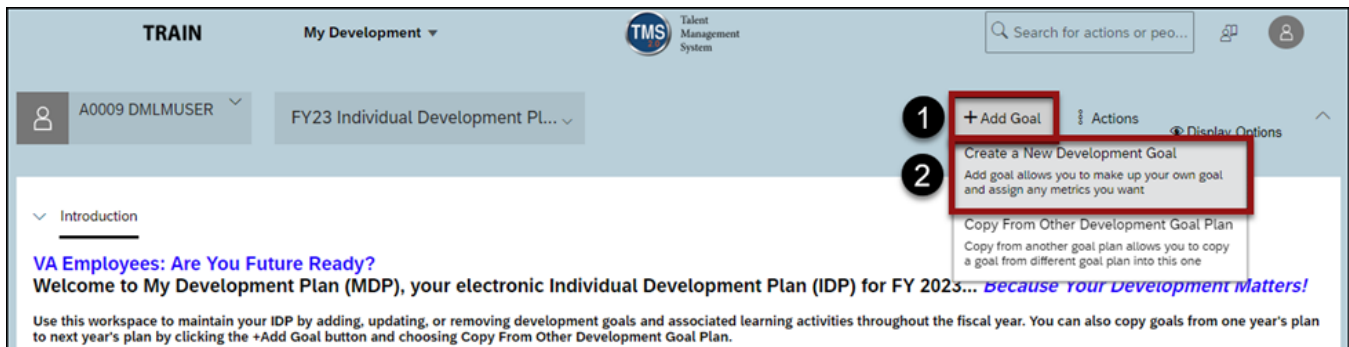
Audit History:

Date	Action	User
10/14/2022	Created	A0105 DMLMSUPERVISOR view
10/17/2022	Modified	A0105 DMLMSUPERVISOR view
10/17/2022	Modified	A0105 DMLMSUPERVISOR displayed

Task D. Create Development Goal

Create a New Development Goal

1. Select the **+ Add Goal** button in the upper right corner of your My Development Plan.
2. Select the **Create a New Development Goal** option from the dropdown menu.



3. In the **Add Development Goal** pop-up window, fill out the fields to create a new development goal. **Note:** The **Goal Name** and **Status** fields are both required fields.
4. Select the **Save & Close** button.

Add Development Goal - Work - Microsoft Edge

https://hcm03.ns2cloud.com/tgmEdit?t=2008&u=DMLMUSER.A0009&editComp=true&&_...

Add Development Goal



Fields marked with * are required.

Category :	Short-Term (0 - 1 Year) ▼
* Goal Name:	508 Trusted Tester Certification
Expected Outcome:	<div>coaching advisor spell check... legal scan...</div>
Estimated Cost:	
Actual Cost:	
Goal Start Date:	10/01/2022
Goal Due Date:	09/30/2023
Competencies:	<div>Add Competencies</div>
* Status:	Not Started ▼
Date Completed:	MM/DD/YYYY
Manager Reviewed:	Not Reviewed ▼

Cancel Save & Close

- The new development goal has been added to your My Development Plan. There is an alert in the lower left corner that identifies who created the new development goal- you or your Supervisor/Manager.

Short-Term (0 - 1 Year)

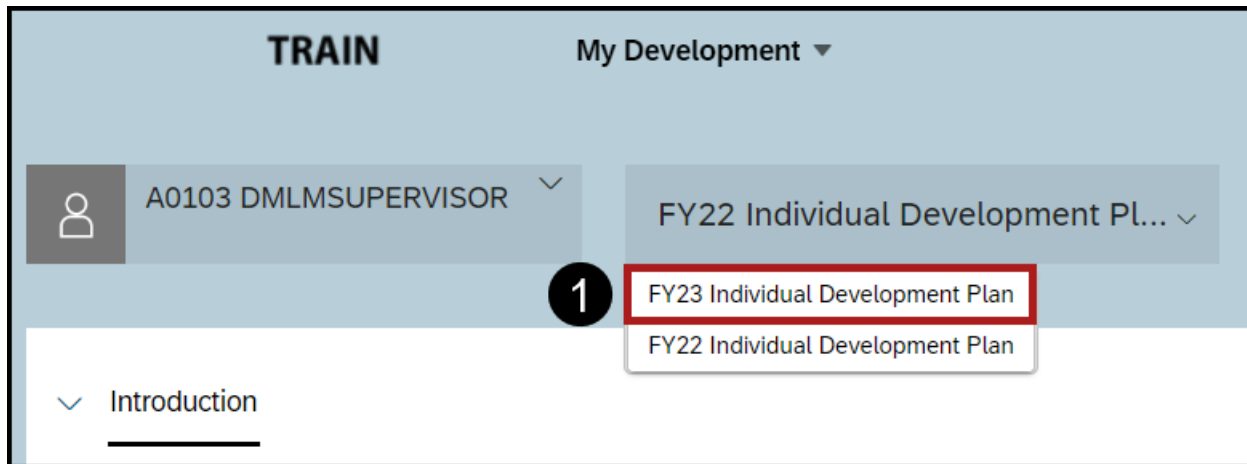
#	Goal Name	Estimated Cost	Actual Cost	Expected Outcome	Competencies	Goal Start Date	Goal Due Date	Status	Date Completed	Manager Reviewed	Action
1.1	CPR Certification Edit			Obtain CPR Certification		10/17/2022	11/17/2022	Not Started		Not Reviewed	
	Learning Activities										+ Add New Learning Activity
1.2	508 Trusted Tester Certification Edit					10/01/2022	09/30/2023	Not Started		Not Reviewed	
	Learning Activities										+ Add New Learning Activity

Alert - Created by A0009 DMLMSUPERVISOR 10/17/22 5:03 PM

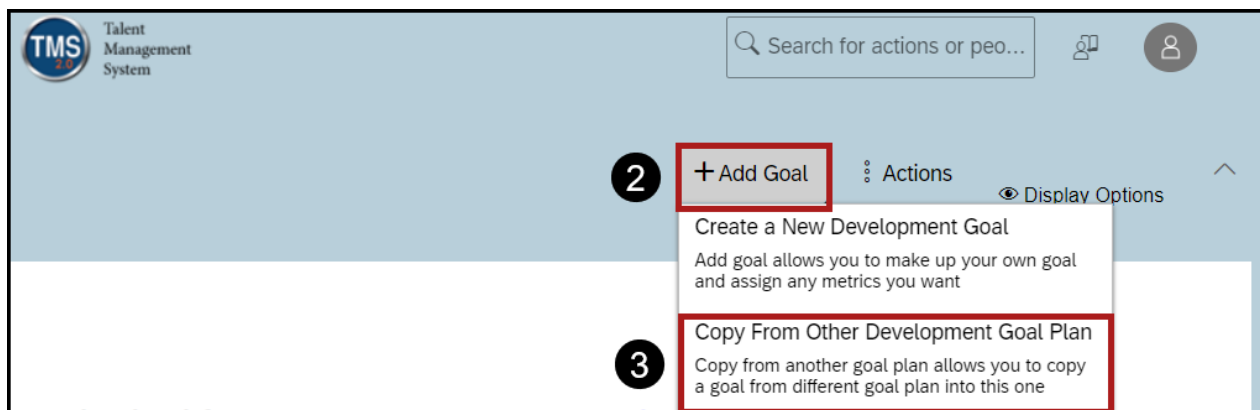
5

Copy Goal from Other Development Goal Plan

1. On the My Development Plan page, select the **current fiscal year's Individual Development Plan** from the plan dropdown list located on the top left of the page.



2. Select the **+ Add Goal** button at the top right of the page.
3. Choose **Copy From Other Development Goal Plan** from the dropdown list.



4. In the **Step 1: Select Goal Plan** popup window, select the radio dial button for the **previous year's plan**.
5. Select the **Next** button.

Step 1. Select Goal Plan

Step 1 of 2. Select the goal plan with the goal(s) you want to copy.

Goal Plan Name

☒ FY22 Individual Development Plan

4

5

Cancel

Next

6. In the **Step 2: Select Goal** window, select the checkbox for any goal(s) you would like to copy to your new plan.
7. After making all desired selections, select the **Copy** button.

Step 2. Select Goal

Step 2 of 2. Select Goal

Goals

Short-Term (0 - 1 Year)

Goal Name	Estimated Cost	Actual Cost	Expected Outcome	Competencies	Goal Start Date	Goal Due Date	Status	Date Completed	Manager Reviewed
<div style="display: flex; align-items: center;"> <div style="border: 1px solid red; border-radius: 50%; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center; margin-right: 5px;">6</div> <div style="margin-left: 5px;"> <input checked="" type="checkbox"/> 1.1 Obtain CPR certification </div> </div>					10/01/2021	09/30/2022	Not Started		Not Reviewed

7

Cancel Back Copy

Task E. Add Learning Activities to a Goal From Catalog (Library)

1. Select the **+ Add New Learning Activity** link in the lower right corner of the goal.
2. Select the **Find in catalog** option from the dropdown menu.

Short-Term (0 - 1 Year)											
#	Goal Name	Estimated Cost	Actual Cost	Expected Outcome	Competencies	Goal Start Date	Goal Due Date	Status	Date Completed	Manager Reviewed	Action
1.1	Sample Goal Edit					09/01/2022	09/30/2023	Not Started			Not Reviewed <div>⋮</div>
<div>Learning Activities</div> <div> <div>1</div> <div>2</div> </div> <div> <div>+ Add New Learning Activity</div> <div>Find in catalog</div> <div>Custom Learning Activity</div> </div>											

3. Search by **keyword** to find courses that can be added as a Learning Activity for your development goal.
4. (Optional) Refine your search by specifying the **Learning Type**, **Source**, **Delivery Method**, **Rating**, and **Categories**.

3

Search

Language & Currency

49477

COURSES

Sort By

Relevance

Refine By

Learning Type


Source

Delivery Method

Rating

☐ Include unrated

Categories



"Perfecting Your Resume" with Kathryn...

(VA 4561711)

★★★★★

(1417)

4

Done

- Once you have found the course, select the **Add to Learning Plan** link.

COURSES

Sort By Relevance

Refine By

Learning Type

Source

Delivery Method

Rating

☐ Include unrated

Categories

EXCEL BASICS

Foundations • Formulas • Graphs

skillsoft

Excel Basics

(NFED 4631645)

★★★★★ (81)

Add to Learning Plan

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↓ More

6. The status of the course will change to **Assigned**.

7. Select the **Done** button.

COURSES

Sort By Relevance

Refine By

Learning Type

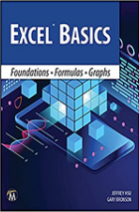
Source

Delivery Method

Rating

☐ Include unrated

Categories



Excel Basics
(NFED 4631645)

★★★★★ (81)

Assigned **6**

↓ More

7 Done

8. The course will be listed as Learning Activity on your My Development Plan.

Short-Term (0 - 1 Year)

#	Goal Name	Estimated Cost	Actual Cost	Expected Outcome	Competencies	Goal Start Date	Goal Due Date	Status	Date Completed	Manager Reviewed	Action
1.1	Sample Goal					09/01/2022	09/30/2023	Not Started		Not Reviewed	⋮
	Edit										
Learning Activities											
										+ Add New Learning Activity	
Learning Activity Name		Cost	Status	Completed Date	Action						
Excel Basics ⓘ			Planned*		⋮						
The book covers the most fundamental and important aspects of Excel, which form the basis for a solid foundation in the use of this critical software application.											

Custom Learning Activity

1. Select the **+ Add New Learning Activity** link in the lower right corner of the goal.
2. Select the **Custom Learning Activity** option from the dropdown menu. **Note:** The Custom Learning Activity option allows you to create a unique learning activity that does not exist in the Catalog (Library).

Short-Term (0 - 1 Year)												
#	Goal Name	Estimated Cost	Actual Cost	Expected Outcome	Competencies	Goal Start Date	Goal Due Date	Status	Date Completed	Manager Reviewed	Action	
1.1	CPR Certification Edit			Obtain CPR Certification		10/17/2022	11/17/2022	Not Started			Not Reviewed	
<p>Learning Activities</p> <p style="text-align: right;">+ Add New Learning Activity</p>												
1.2	508 Trusted Tester Certification Edit					10/01/2022	09/30/2023	Not Started			Not Reviewed	
<p>Learning Activities</p> <div style="text-align: right;"> <div>1 + Add New Learning Activity</div> <div>2 Find in catalog</div> <div>Custom Learning Activity</div> </div>												

Alert - Created by A0009 DMLMSUPERVISOR 10/17/22 5:03 PM

3. In the Add Learning Activity pop-up window, enter the **Learning Activity Name**.
4. Select a **Status** from the dropdown menu. **Note:** The Description and Cost fields are optional.
5. Select the **Save** button.

6. The **Custom Learning Activity** is now displayed under the development goal associated with it.

Learning Activity Name	Cost	Status	Completed Date	Action
508 Trusted Tester Program		Planned*		

Task F. Maintain or Edit Development Goals

Edit Development Goal & Learning Activities

1. Select the **Goal Actions** button next to the development goal that needs to be updated.
2. Select the **Edit development goal** option from the dropdown menu or select the **Edit** link next to the goal name.

Short-Term (0 - 1 Year)									
#	Goal Name	Estimated Cost	Actual Cost	Expected Outcome	Competencies	Goal Start Date	Goal Due Date	Status	Date Completed Manager Reviewed Action
1.1	Customer Service Training 2			Works and communicates with clients and customers (e.g., any individuals who use or receive the services or products that your work unit provides, including individuals who work in your agency or in other agencies or organizations outside the Government) to satisfy their expectations; Committed to quality services.	Customer Service	11/01/2022	12/30/2022	Not Started	Not Reviewed 1
<div> 2 <ul style="list-style-type: none"> Edit development goal Add Development Goal in Employee Profile View development goal detail Delete development goal </div>									
Learning Activities									

3. Adjust any **free text fields** associated with the selected development goal in the Edit Development Goal pop-up window.
4. Select the **Save & Close** button.

Edit Development Goal - Work - Microsoft Edge

https://hcm03.ns2cloud.com/tgmEdit?g=89488&editComp=true&slc_comps=1364&t=2007&&_...

Edit Development Goal

Fields marked with * are required.

Category :	Short-Term (0 - 1 Year) ▼
* Goal Name:	Customer Service Training
Expected Outcome:	Works and communicates with clients and customers (e.g., any individuals who use or receive the services or products that your work unit provides, including individuals who work in your agency or in other agencies or organizations outside the Government) to satisfy their expectations; Committed to quality services. coaching advisor spell check... legal scan...
Estimated Cost:	
Actual Cost:	
Goal Start Date:	11/01/2022
Goal Due Date:	12/30/2022
Competencies:	Add Competencies <input checked="" type="checkbox"/> Customer Service
* Status:	Not Started ▼
Date Completed:	MM/DD/YYYY
Manager Reviewed:	Not Reviewed

Cancel Save & Close

5. To update a custom learning activity, select the **Edit** icon (pencil) next to the activity name.

[illegible]

6. In the Edit Learning Activity pop-up window, adjust any of the **free text fields**.

7. Select the **Save** button.

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Save

Cancel

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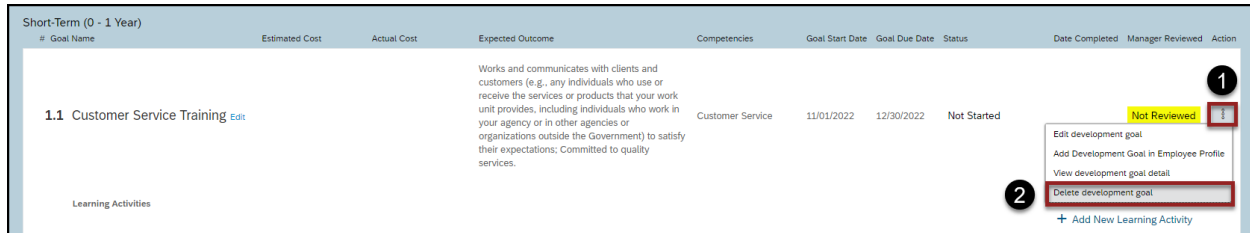
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Delete Development Goal & Learning Activities

1. Select the **Goal Actions** button next to the development goal that needs to be deleted.
2. Select the **Delete development goal** option from the dropdown menu.



3. Select the **OK** button in the pop-up window which asks: Are you sure you want to delete this Development Goal?



4. The development goal and all learning activities **have been deleted** from your My Development Plan.

