HCSC | TMS 2.0

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.

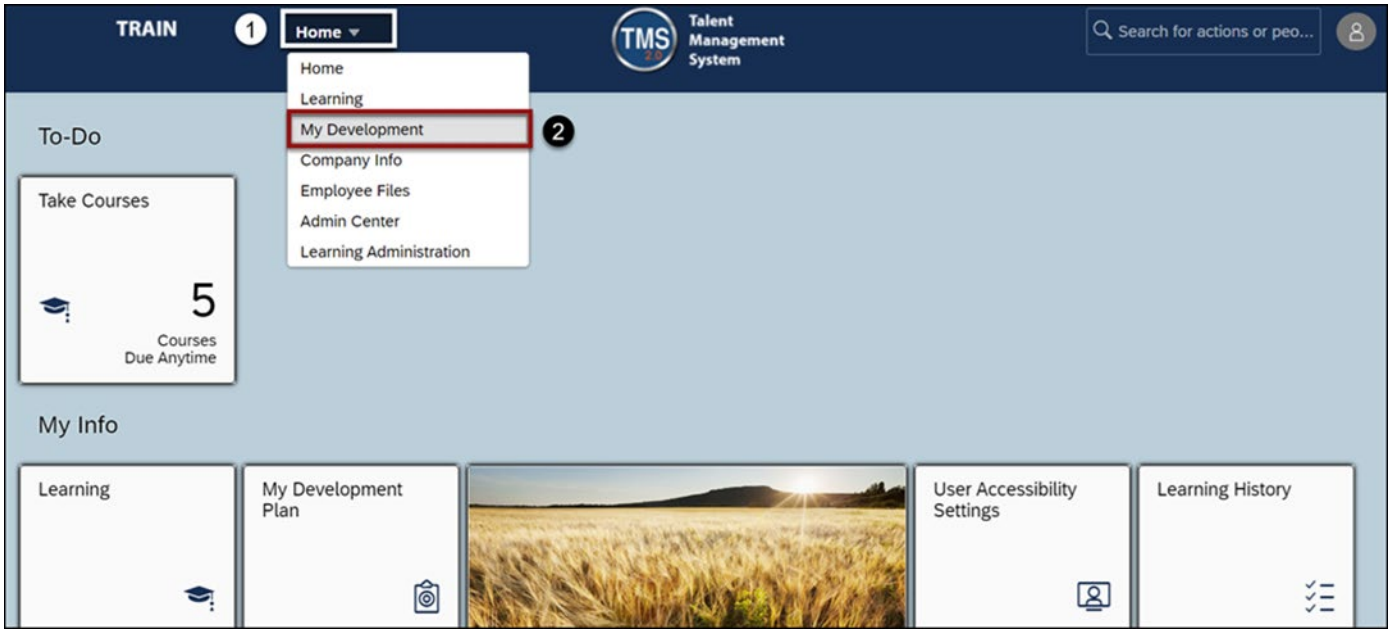
On the **My Development Plan** page, your Supervisor/Manager can review and edit your MDP. Supervisors/Managers are advised to have a conversation with you about any changes to your plan prior to making any modifications.

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

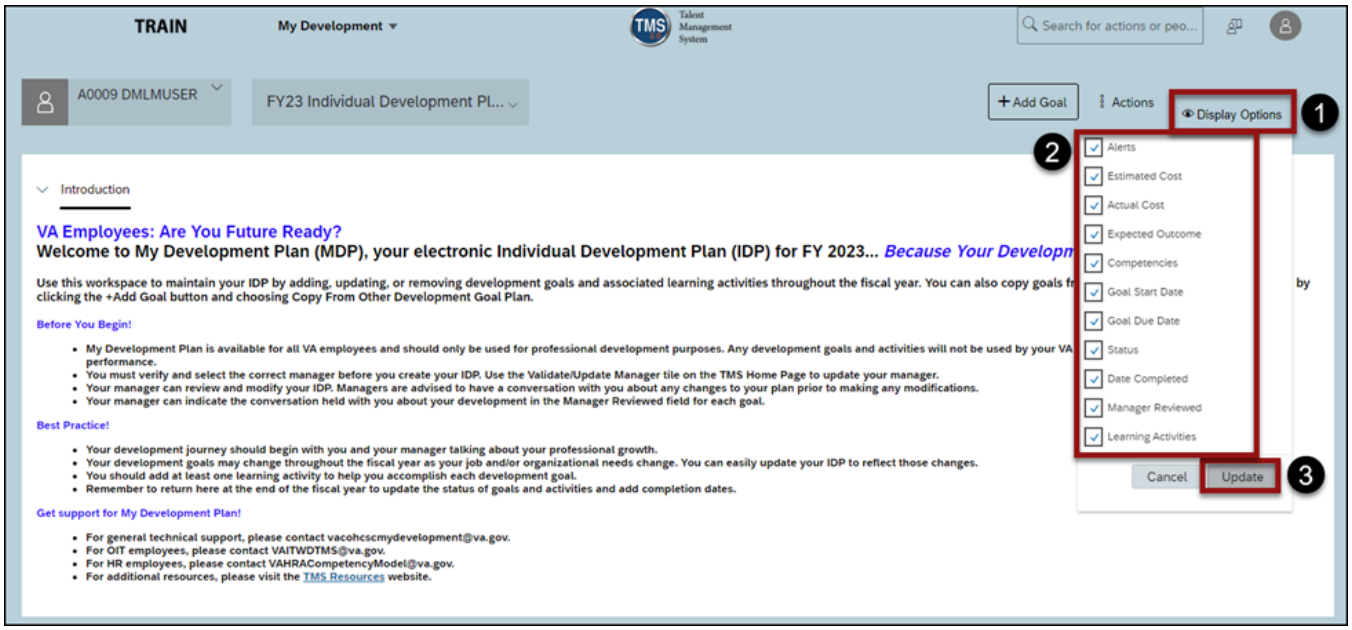
1. From the VA TMS landing page, select the **Home** dropdown menu.
2. Select the **My Development** option. This will navigate you to the My Development area of the TMS. **Note:** Selecting the My Development Plan tile under the My Info section will also navigate the employee to the My Development area.



Task C. Use Development Plan Options

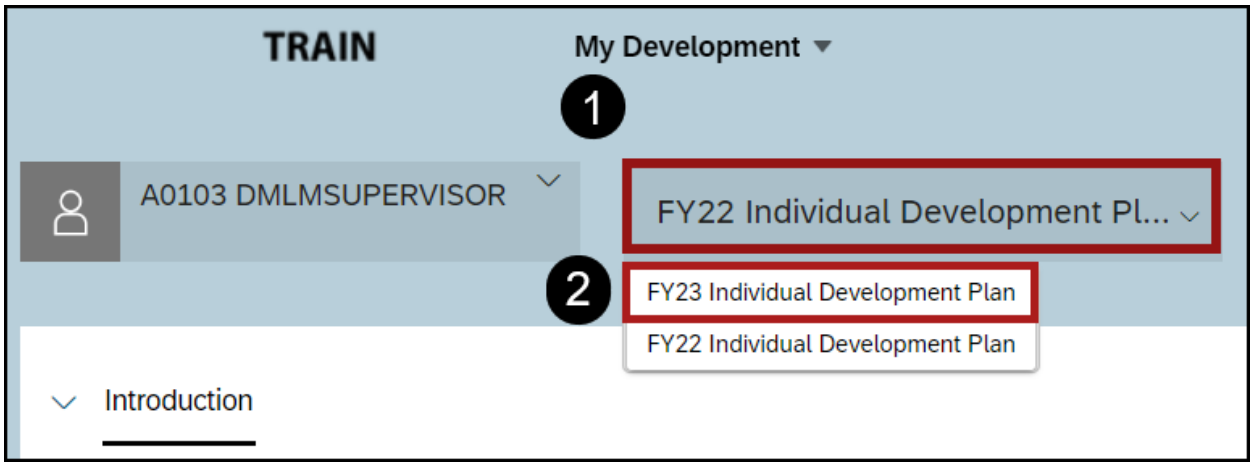
Edit Display Options

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.

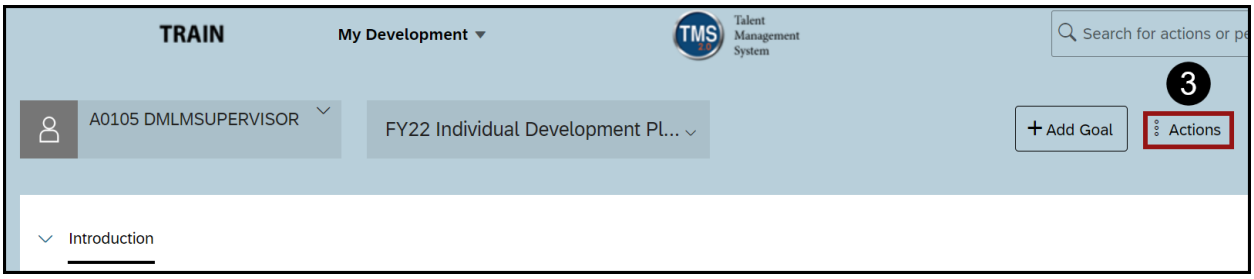


Print Development Plan

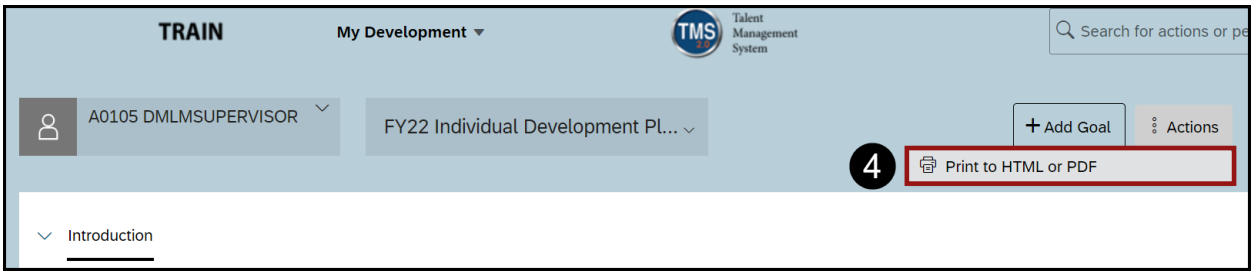
1. On the My Development Plan page, select the **Fiscal Year** dropdown button.
2. Select the current **Fiscal Year's Individual Development Plan** from the dropdown menu located on the top left of the page.



3. Select the **Actions** button.

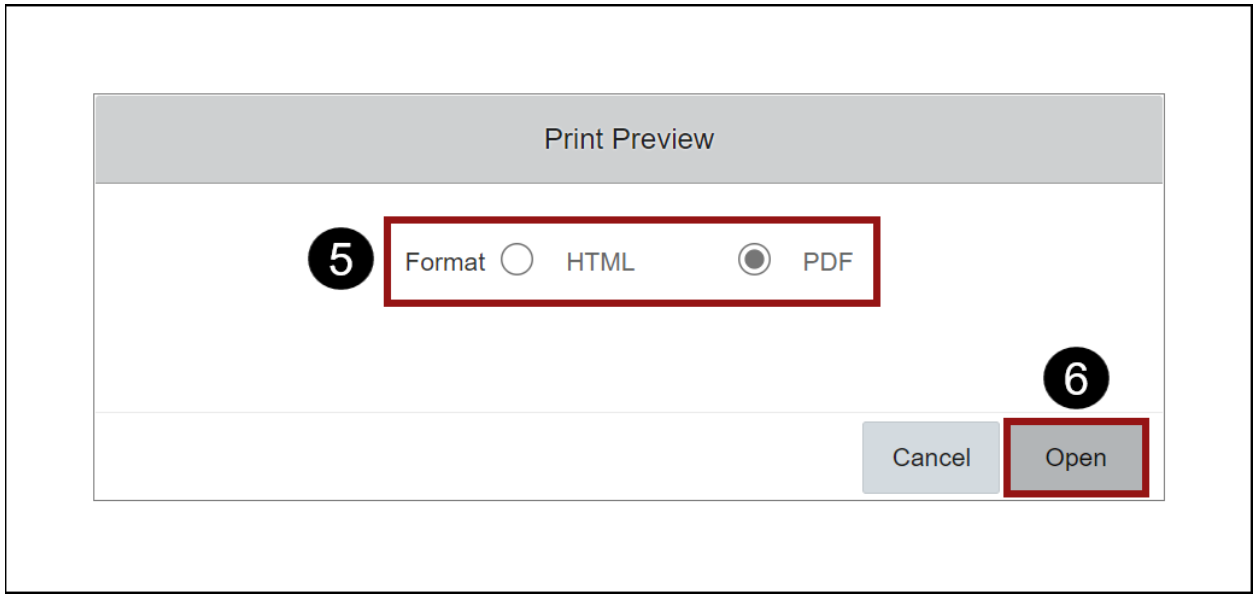


4. Select **Print to HTML or PDF** to generate Print Review.

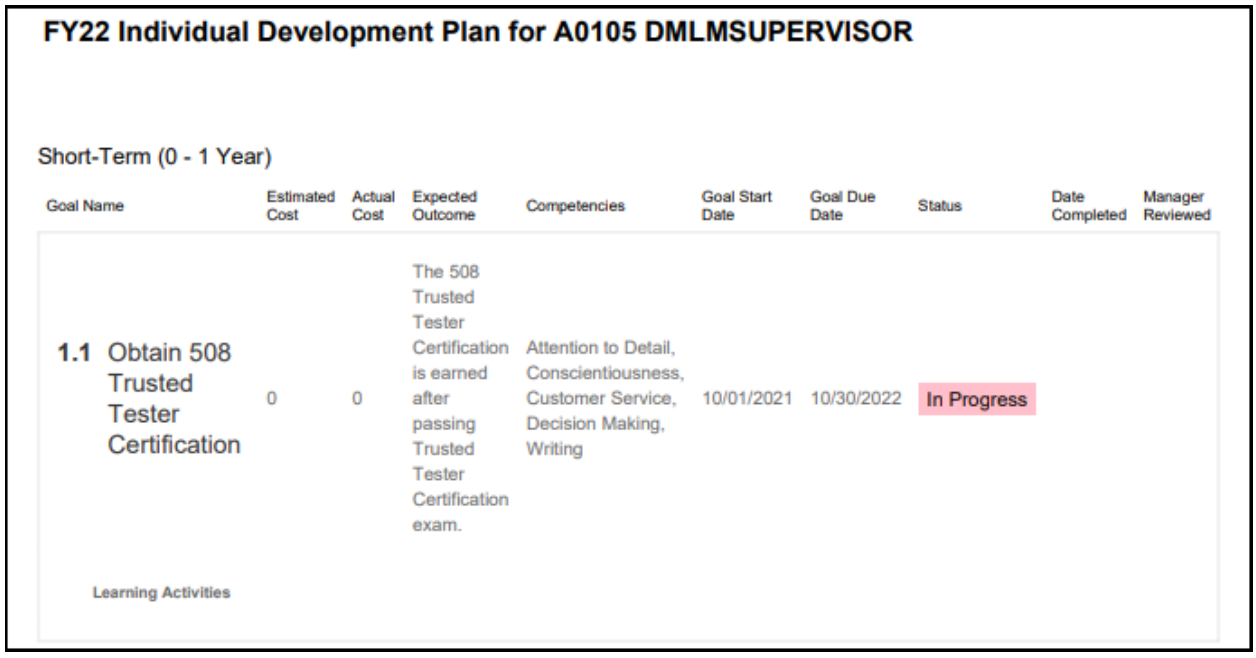


5. In the **Print Preview** popup window, select the radio dial button for the format you wish to print, **HTML** or **PDF**.

6. Select the **Open** button.



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



FY22 Individual Development Plan for A0105 DMLMSUPERVISOR

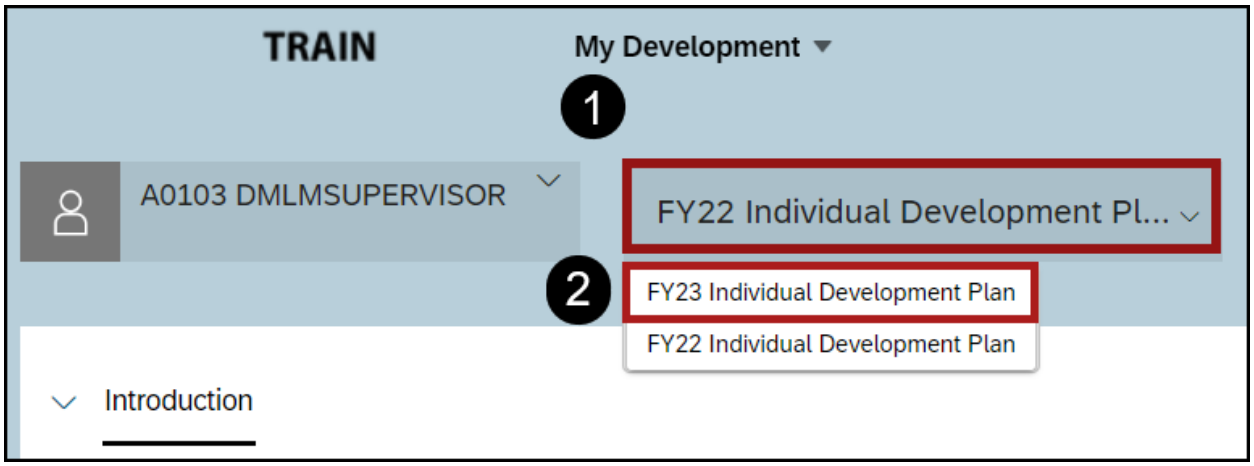
Short-Term (0 - 1 Year)

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		

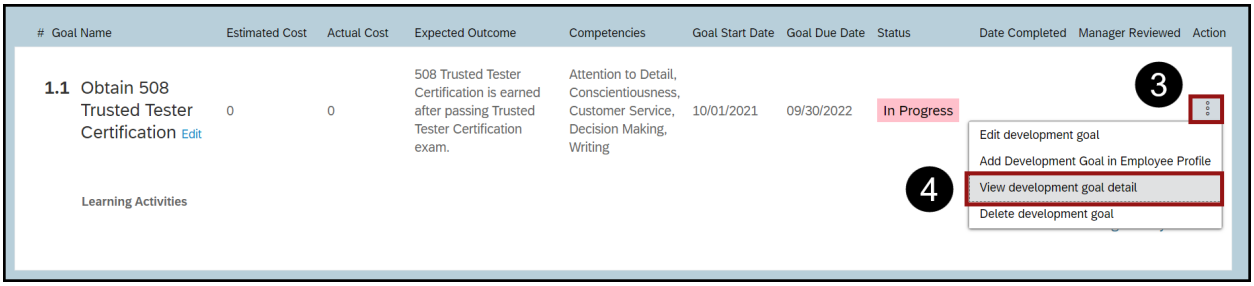
Learning Activities

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.

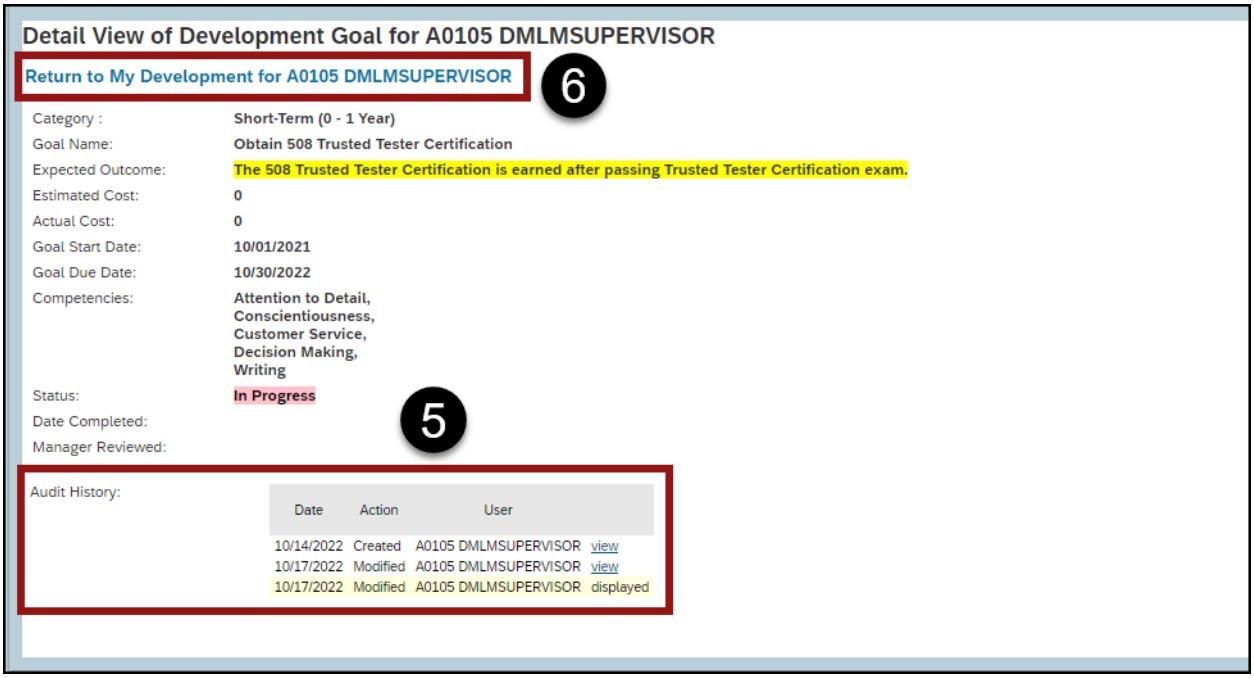


3. Select the **goal actions** button.
4. Select the **View development goal detail** option from the dropdown menu.



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.

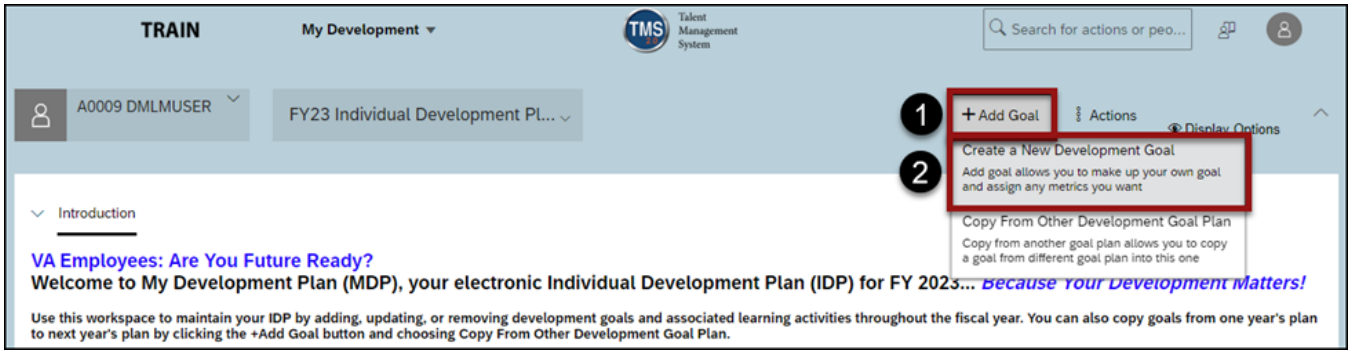
6. After reviewing the Audit History section, select the **Return to My Development Plan** link.



Task D. Create Development Goal

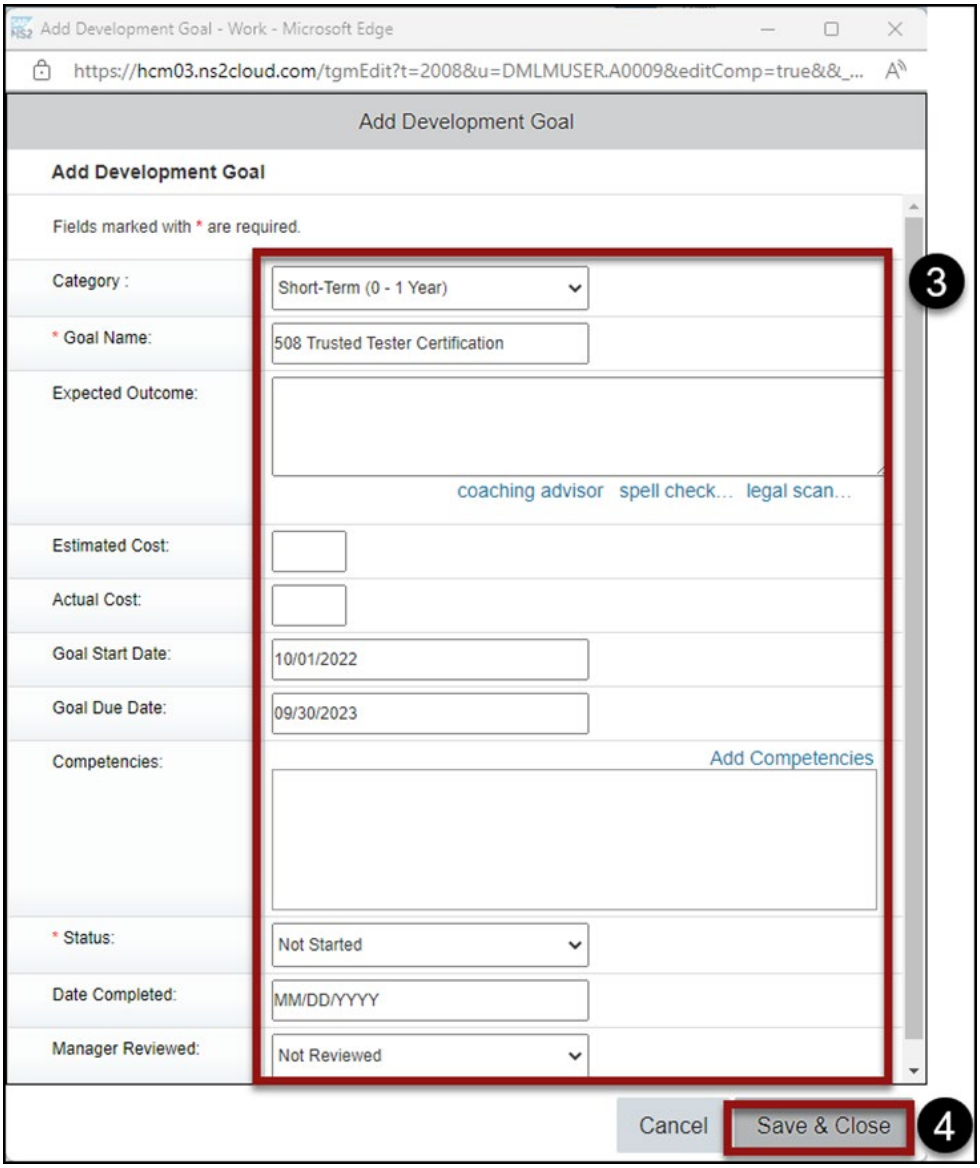
Create a New Development Goal

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.

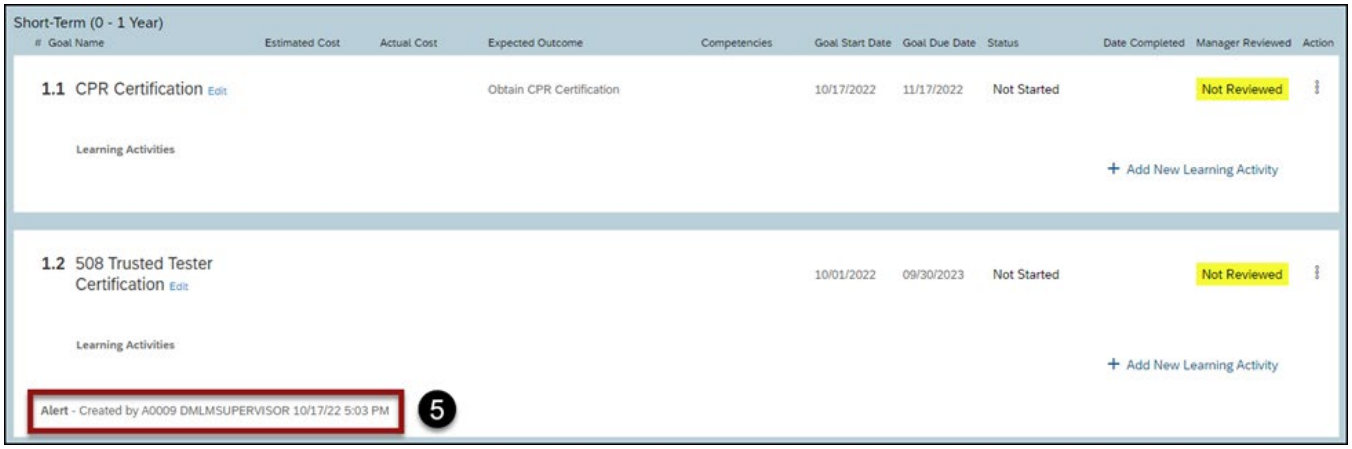


3. In the **Add Development Goal** pop-up window, fill out the fields to create a new development goal. **Note:** The **Goal Name** and **Status** fields are both required fields.

4. Select the **Save & Close** button.

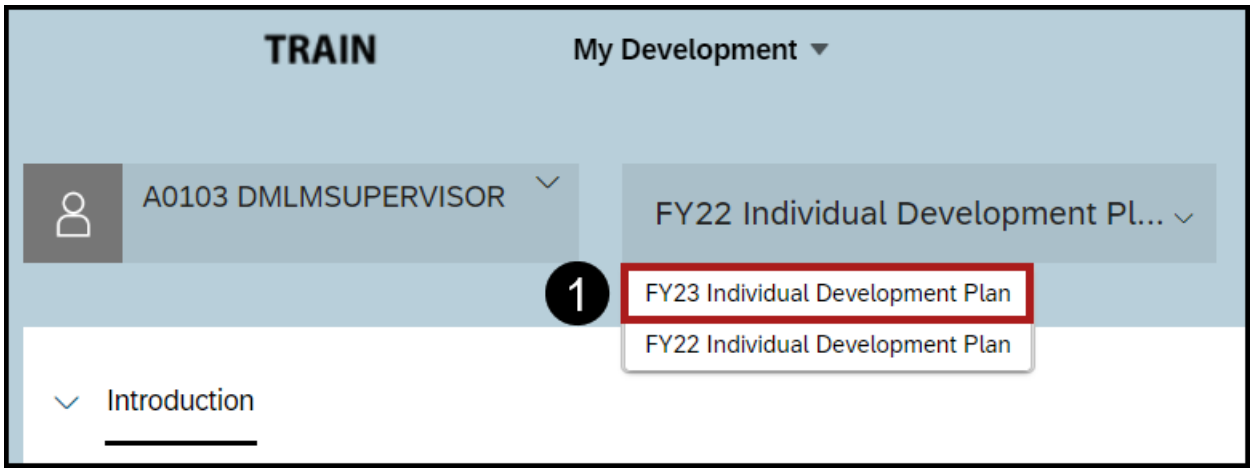


5. The new development goal has been added to your My Development Plan. There is an alert in the lower left corner that identifies who created the new development goal- you or your Supervisor/Manager.



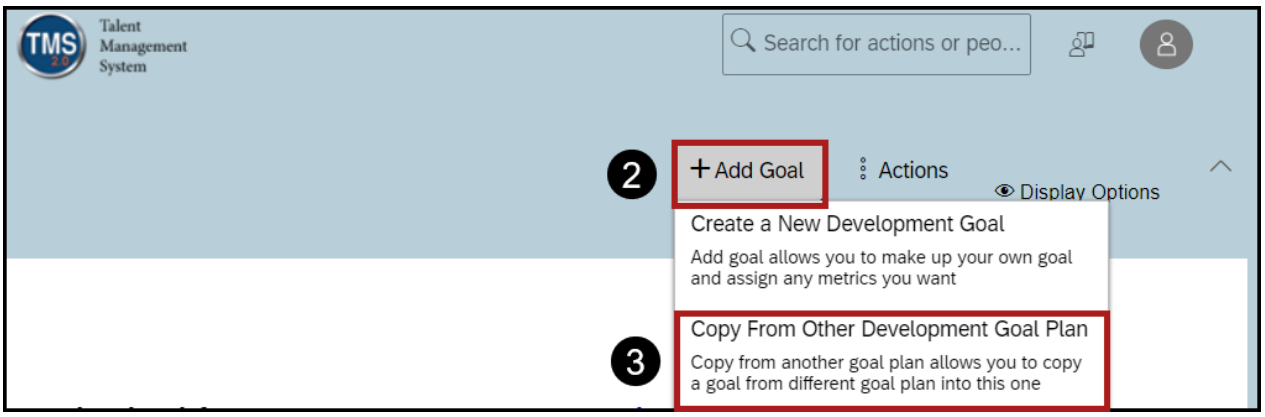
Copy Goal from Other Development Goal Plan

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.



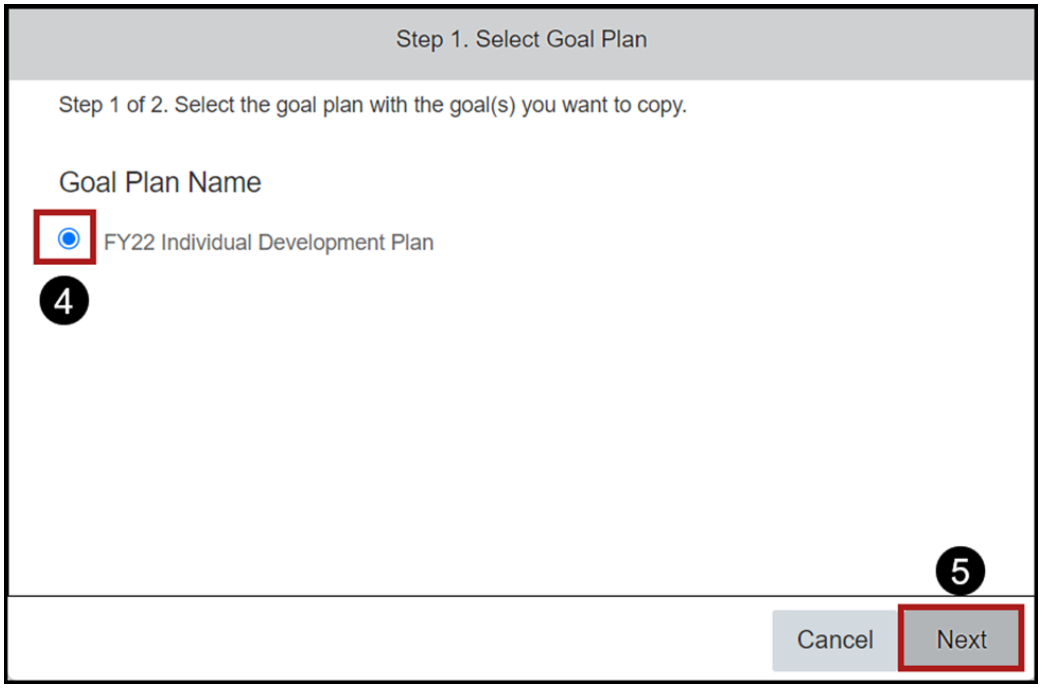
2. Select the **+ Add Goal** button at the top right of the page.

3. Choose **Copy From Other Development Goal Plan** from the dropdown list.



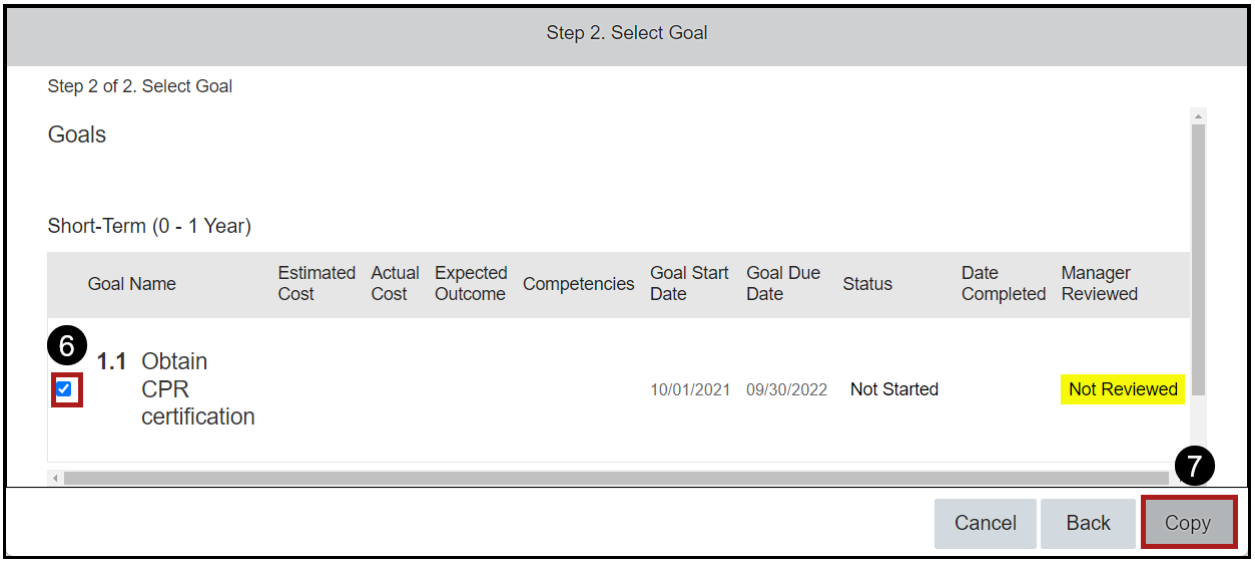
4. In the **Step 1: Select Goal Plan** popup window, select the radio dial button for the **previous year's plan**.

5. Select the **Next** button.



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.



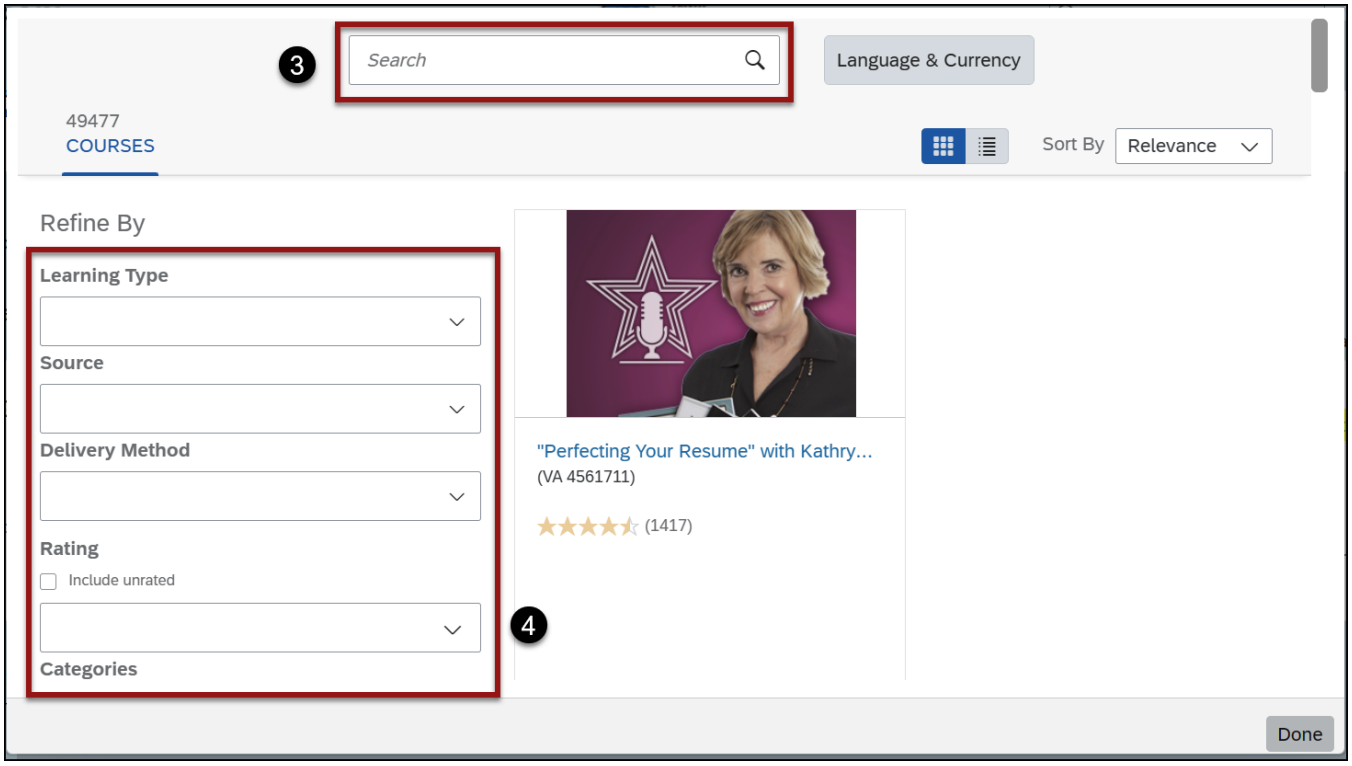
Task E. Add Learning Activities to a Goal

From Catalog (Library)

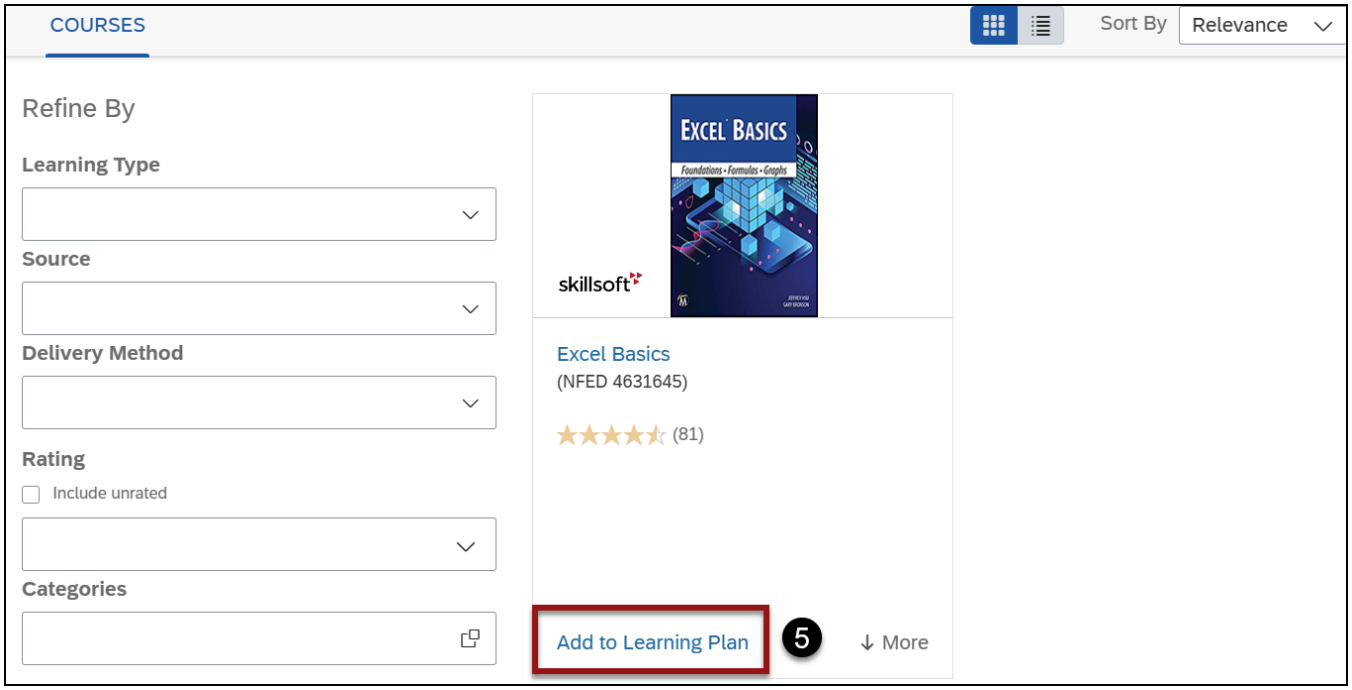
1. Select the **+ Add New Learning Activity** link in the lower right corner of the goal.
2. Select the **Find in catalog** option from the dropdown menu.

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**.

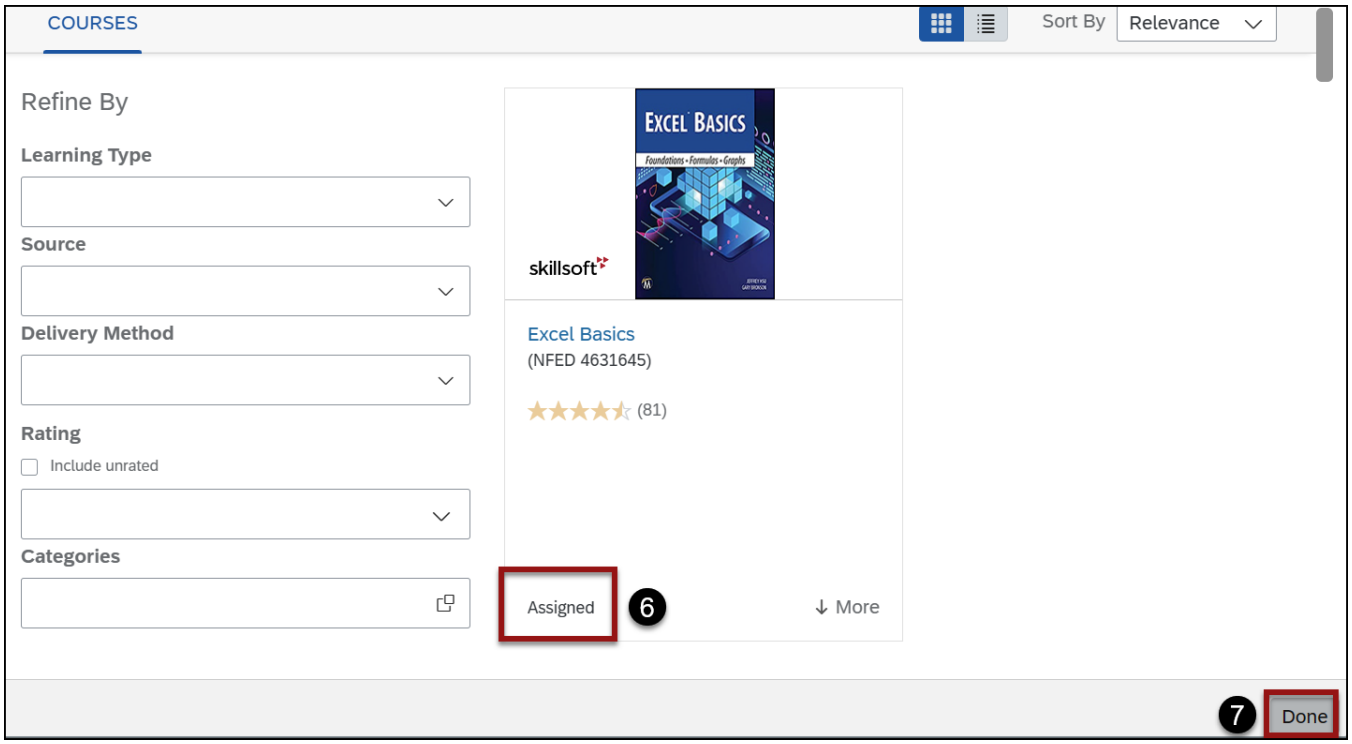


5. Once you have found the course, select the **Add to Learning Plan** link.

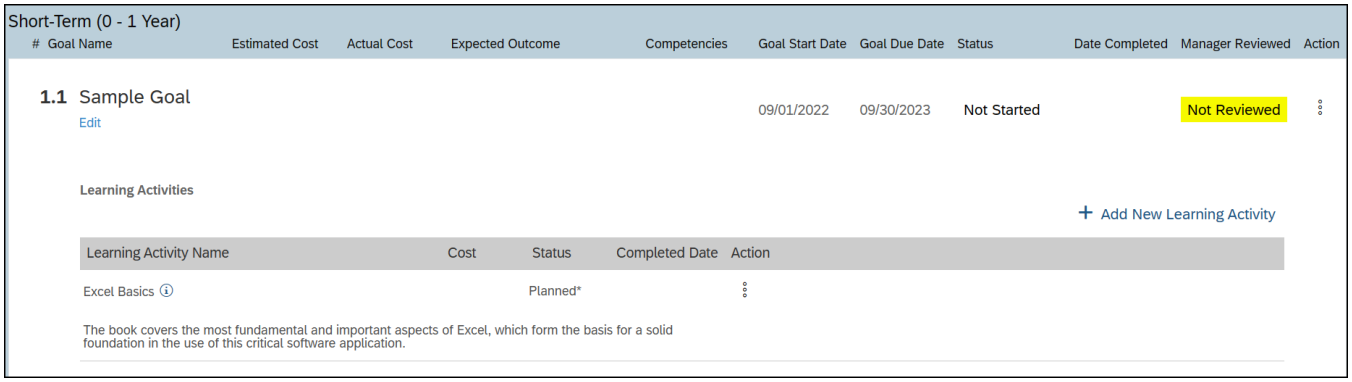


6. The status of the course will change to **Assigned**.

7. Select the **Done** button.



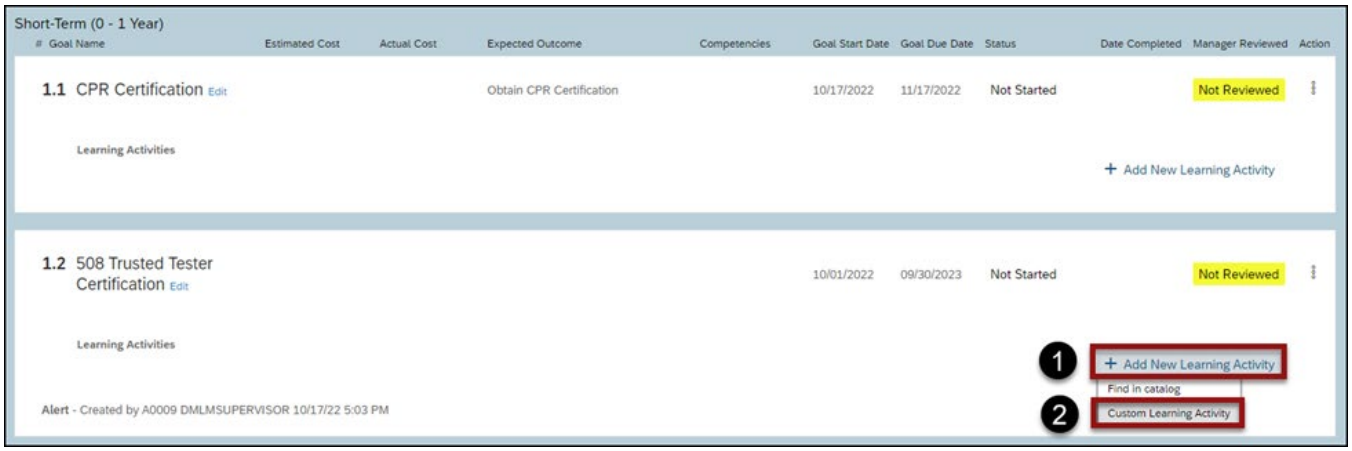
8. The course will be listed as Learning Activity on your My Development Plan.



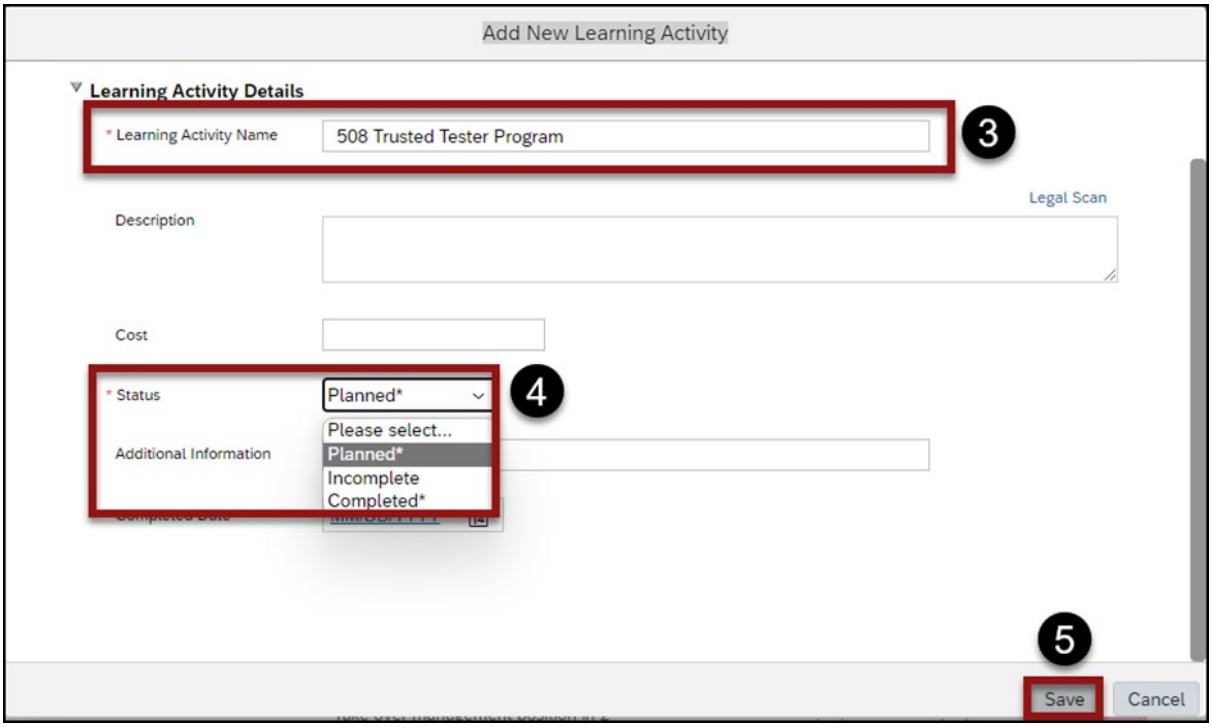
Custom Learning Activity

1. Select the **+ Add New Learning Activity** link in the lower right corner of the goal.

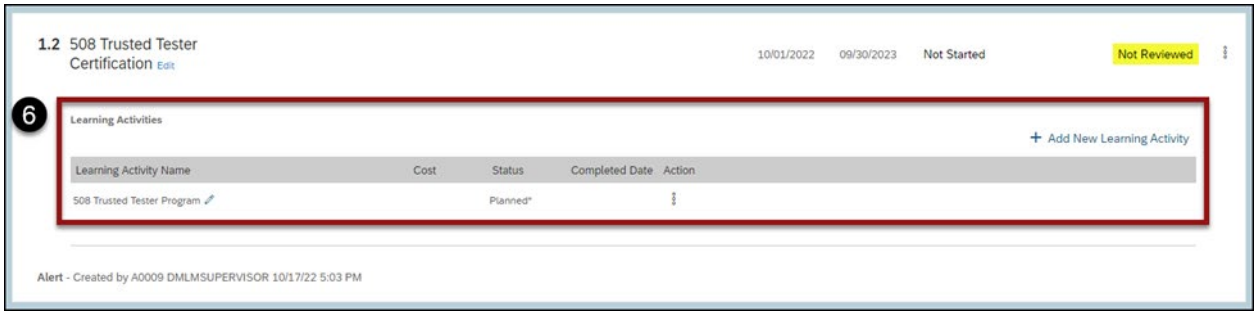
2. Select the **Custom Learning Activity** option from the dropdown menu. **Note:** The Custom Learning Activity option allows you to create a unique learning activity that does not exist in the Catalog (Library).



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.



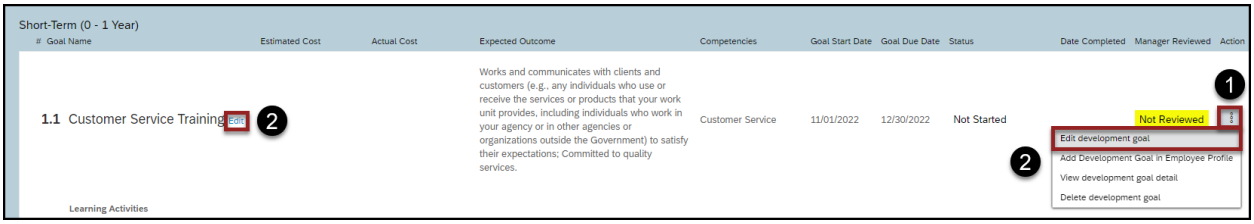
6. The **Custom Learning Activity** is now displayed under the development goal associated with it.



Task F. Maintain or Edit Development Goals

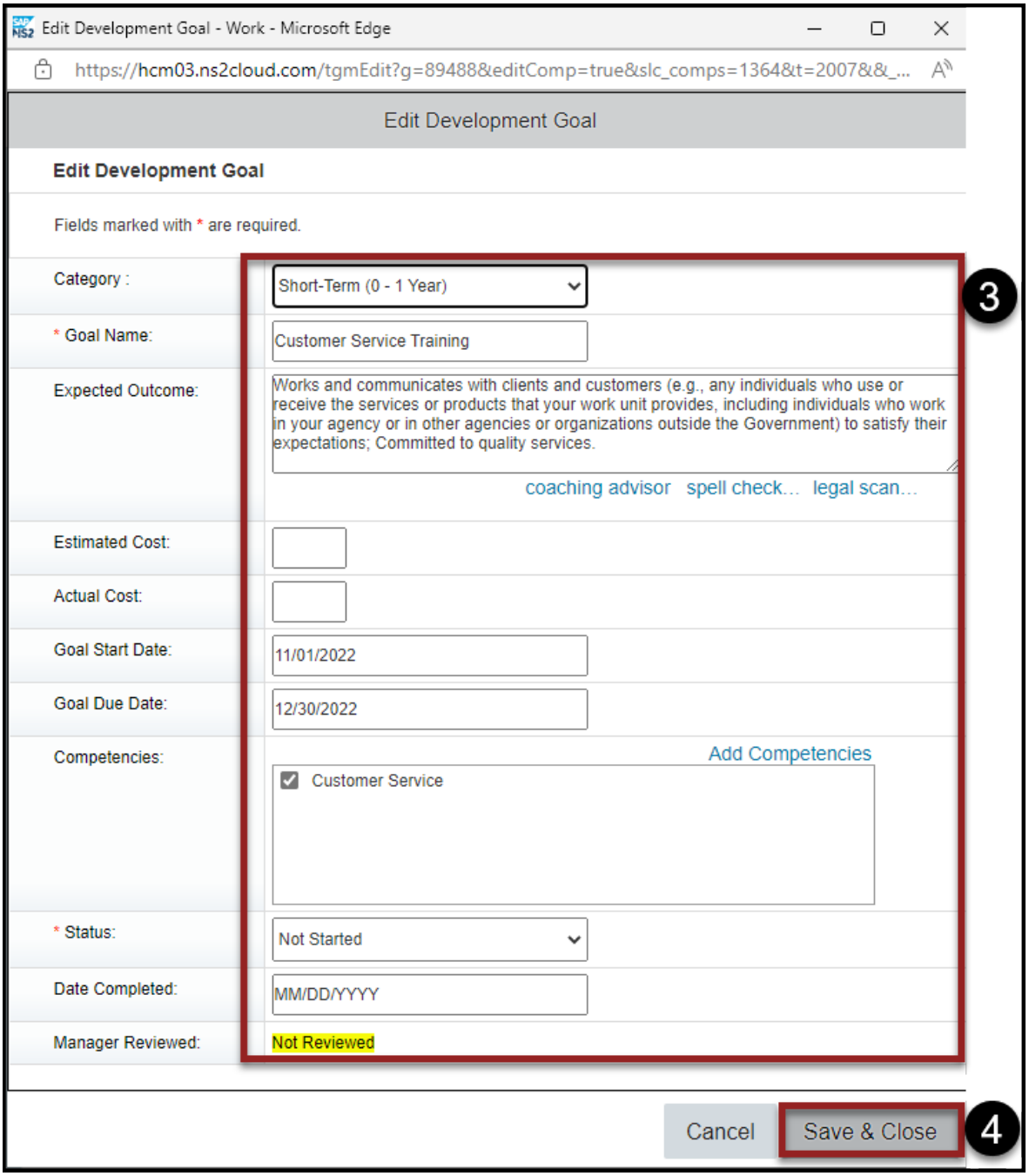
Edit Development Goal & Learning Activities

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.

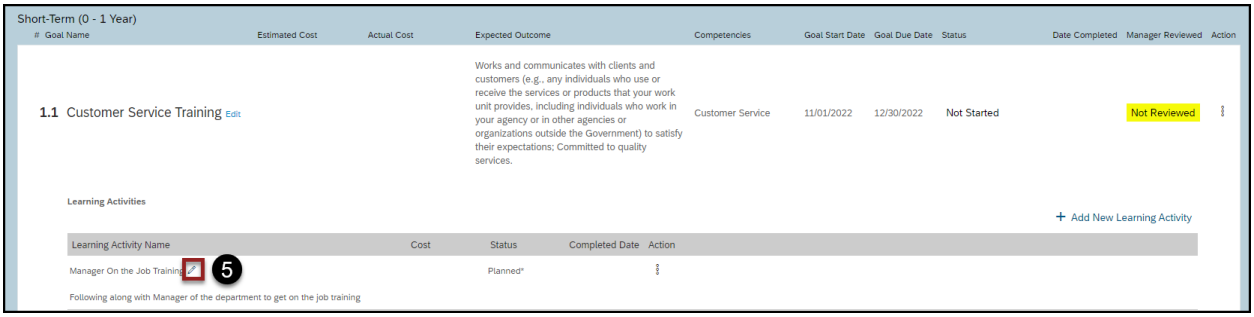


3. Adjust any **free text fields** associated with the selected development goal in the Edit Development Goal pop-up window.

4. Select the **Save & Close** button.

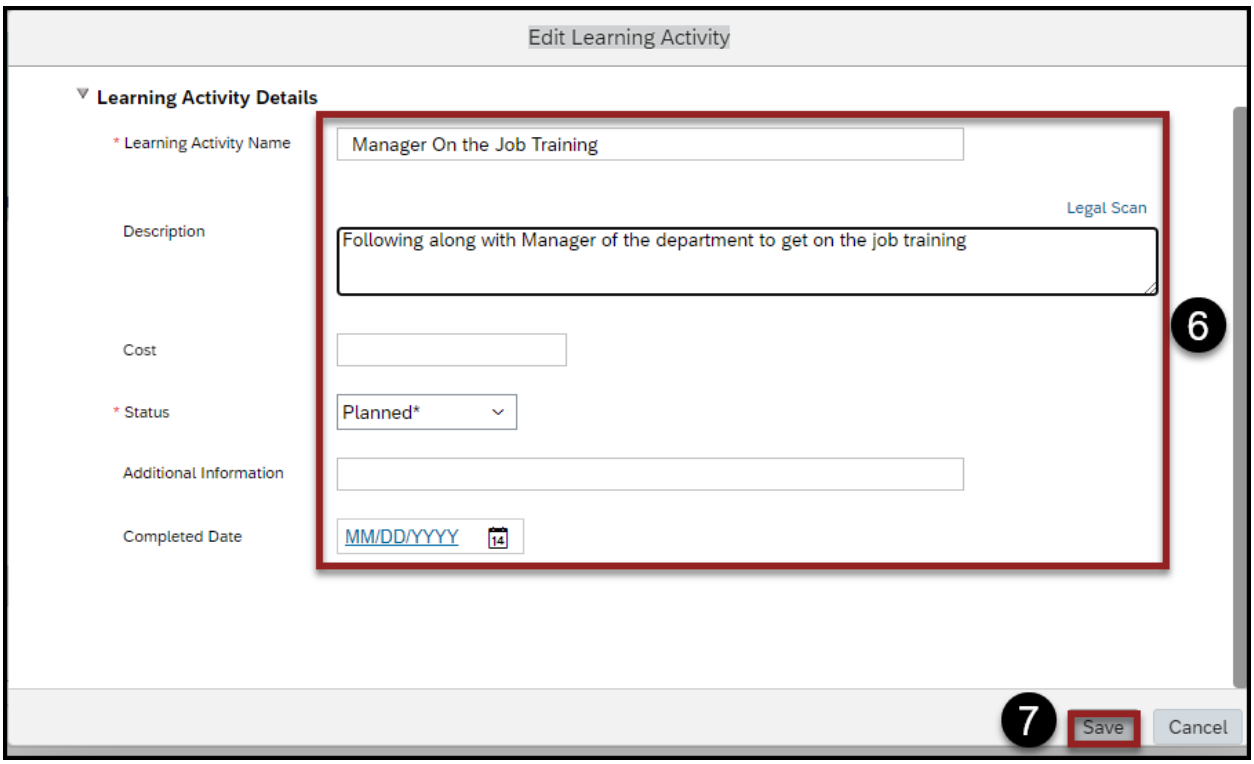


5. To update a custom learning activity, select the **Edit** icon (pencil) next to the activity name.



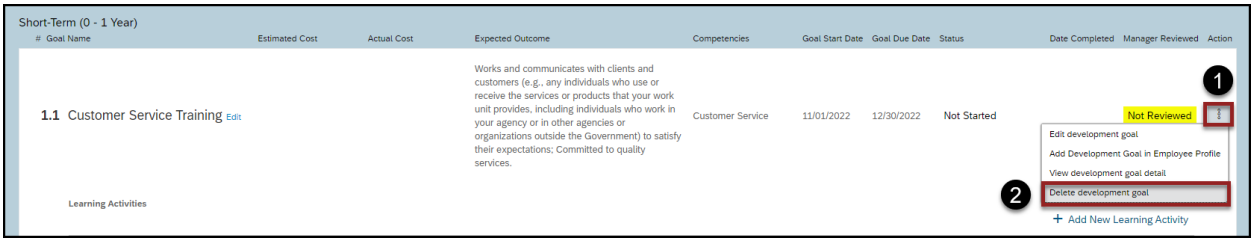
6. In the Edit Learning Activity pop-up window, adjust any of the **free text fields**.

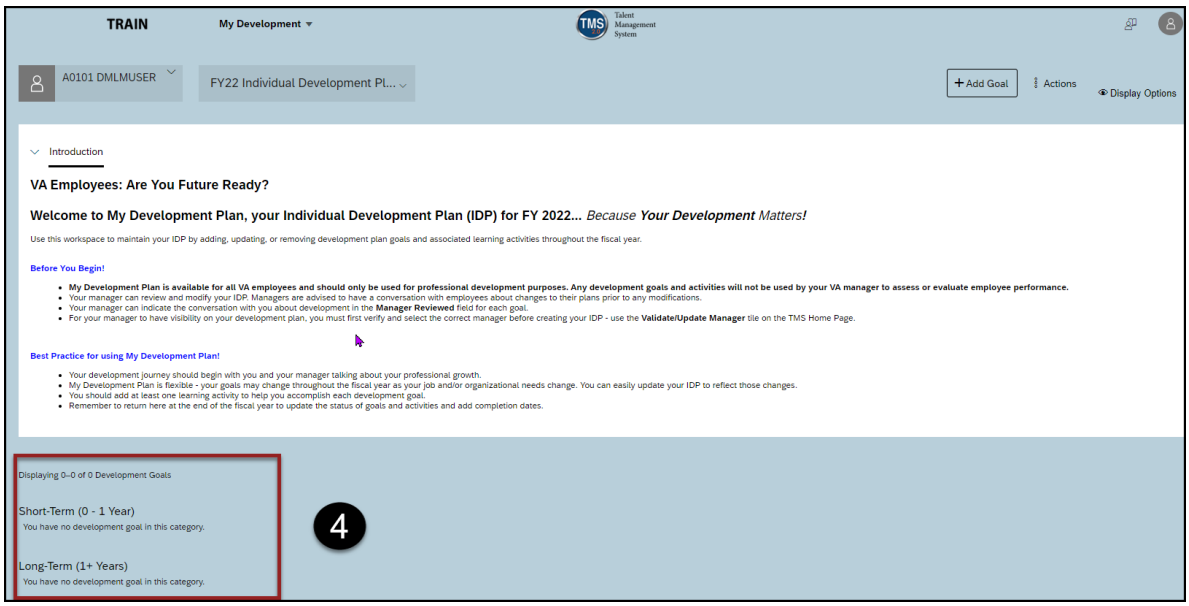
7. Select the **Save** button.



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.