



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

Employee Job Aid: My Development Plan (MDP)

(Revision Date: October 1, 2025)

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 Plan
- Task C. Navigate My Development Plan
- Task D. Create Development Goal
- Task E. Add Learning Activity to Goal
 - Add TMS Learning from Library
 - Add TMS Learning By Attribute
 - Create External Learning
 - Link External Learning to Another Goal
- Task F. Maintain or Edit Development Goals
 - Edit Development Goal & Learning Activities
 - Delete Development Goal & Learning Activities
 - Move completed and/or obsolete Development Goals to Archive
- Task G. Edit & Print My Development Plan

Before You Begin!

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 before making any modifications.

Additional Support

For general support, visit the **VA Learning Online Resources MDP Webpage** below for more information, including step-by-step instructions for employees and managers.

- Copy/paste this link to a new browser window:
<https://dvagov.sharepoint.com/sites/VAHCSC/SitePages/My-Development-Plan.aspx>
- This site can only be reached from within the VA network
- For **OIT employees**, please contact vaoittms@va.gov
- For VBA OSO employees, please contact VACOHCSCTMyDevelopment@va.gov
- For more TMS resources, please visit the [TMS Resources](#) website

What's New

Layout Changes and New Features

- **My Development Plan** is now a comprehensive goal plan that will not be reset each year.
- A new goal category called **Archive** has been added to designate and store completed and/or obsolete Development Goals.

Reminders

- **My Development Plan is available to all VA employees as a tool for professional development purposes only.**
- **Your VA manager should not use any development goals and linked learning activities to assess or evaluate your performance.**
- Your manager can document the development conversations about each goal using the **Manager Reviewed** field (this is not an approval).

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 that the conversation about the goal was completed.
- **Employee-** Engage in continuous conversations with your manager to navigate your professional growth journey. Set a calendar reminder to return to MDP quarterly to update the status of your goals and activities and add completion dates.

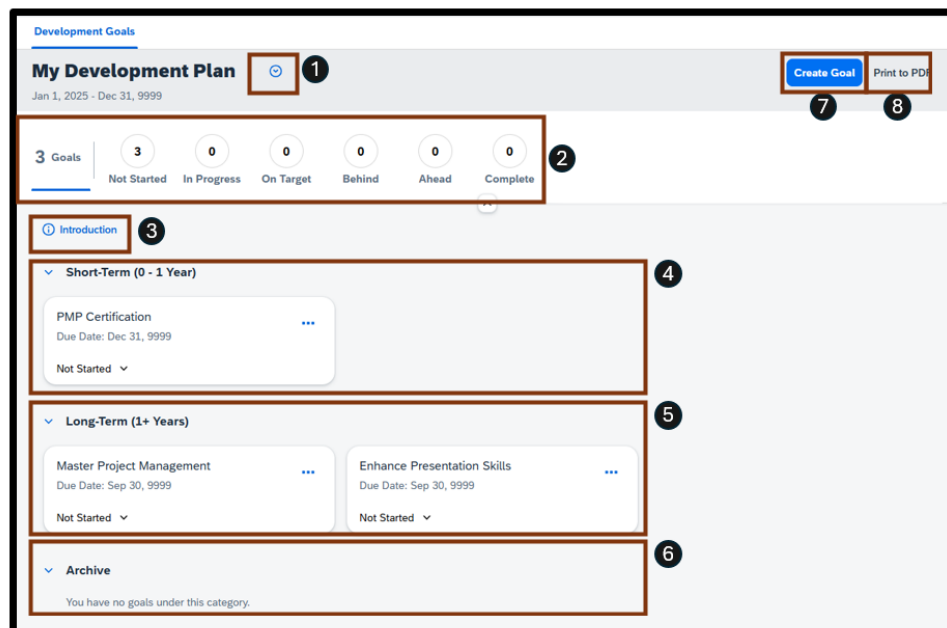
Task B. Access My Development Plan

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



Task C. Navigate My Development Plan

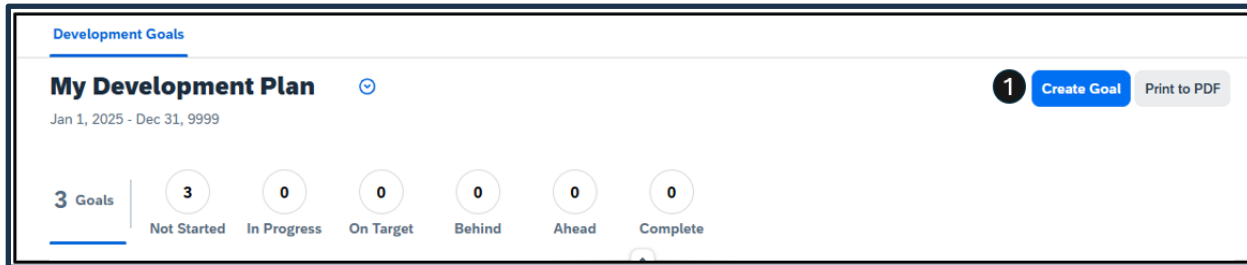
1. On the My Development Plan page, use the Goal Plan selector to select **My Development Plan**. **My Development Plan** is the current development plan; you may have defaulted to the old plan if you have not used the current plan previously.
2. The **Goal Ribbon** displays the number of goals on your MDP as well as the status of each goal (Not Started, In Progress, On Target, Behind, Ahead, Complete).
3. The **Introduction** link expands and collapses the Introduction section. It is important to review this section before working on the My Development Plan.
4. The **Short-Term (0-1 Year)** section displays all short-term goals. **NOTE:** The goal summary includes the title of the goal, the Due Date, the status of the goal, which can be edited, the number of learning activities, the number of attributes, and the More Actions icon.
5. The **Long-Term (1+ Years)** section displays all long-term goals. **NOTE:** The More Actions icon (...) displays a dropdown menu with the following actions: Edit Goal, Delete Goal, Add TMS Learning from Library, and Create External Learning.
6. The **Archive** section stores all completed and/or obsolete development goals.
7. The **Create Goal** button allows you to create a goal from scratch or copy a goal from a previous goal plan.
8. The **Print to PDF** icon allows you to print your MDP.



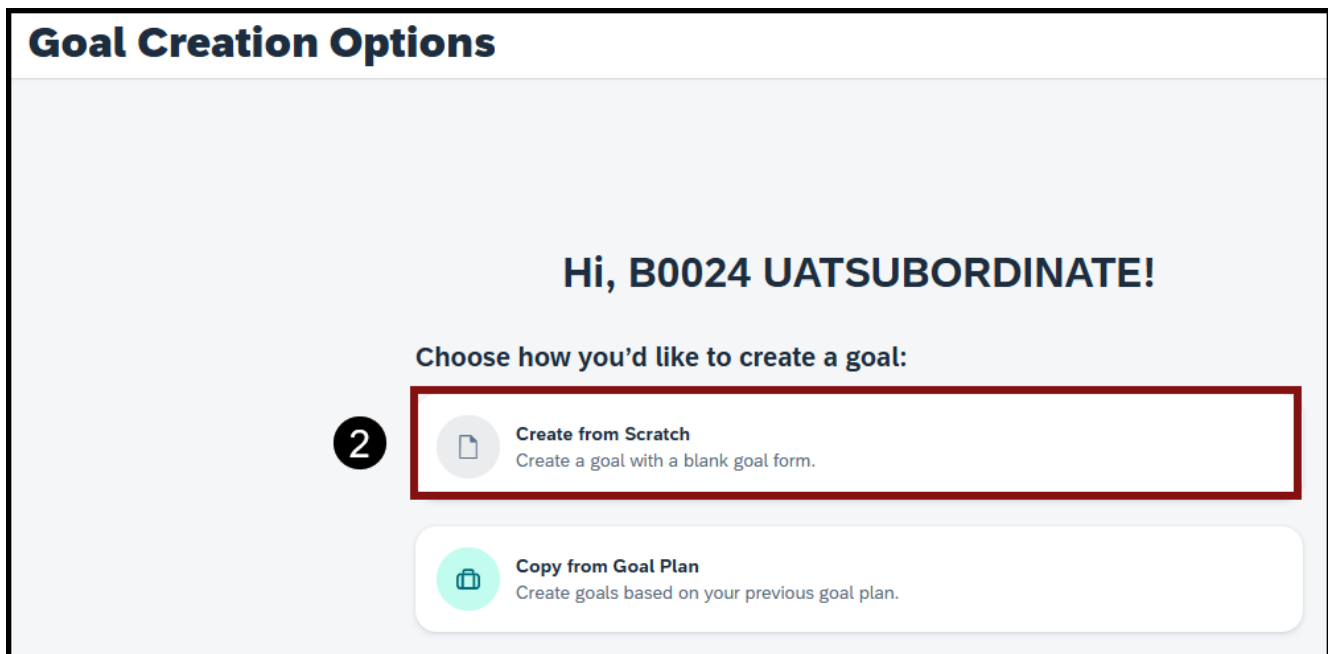
Task D. Create Development Goal

Create a New Development Goal

1. Select the **Create Goal** button in the upper right corner of your My Development Plan.



2. Select the **Create from Scratch** option.



- Enter the desired field(s) on the **Create Development Goal** page. These fields include Goal Name, Category, Expected Outcome, Estimated Cost, Actual Cost, Goal Start Date, Goal Due Date, Attributes, Status, Date Completed, and Manager Reviewed. **NOTE:** The Goal Name and Status field are required.
- Select the **Save** button.

Create Development Goal

Goal Name: *

500 characters left

Category:

Short-Term (0 - 1 Year) ▼

Expected Outcome:

4000 characters left

Estimated Cost:

Actual Cost:

Goal Start Date:

Oct 1, 2024

Goal Due Date:

Sep 30, 2025

Attributes:

Status: *

Not Started ▼

Date Completed:

MMM d, yyyy

Manager Reviewed:

Not Reviewed

4

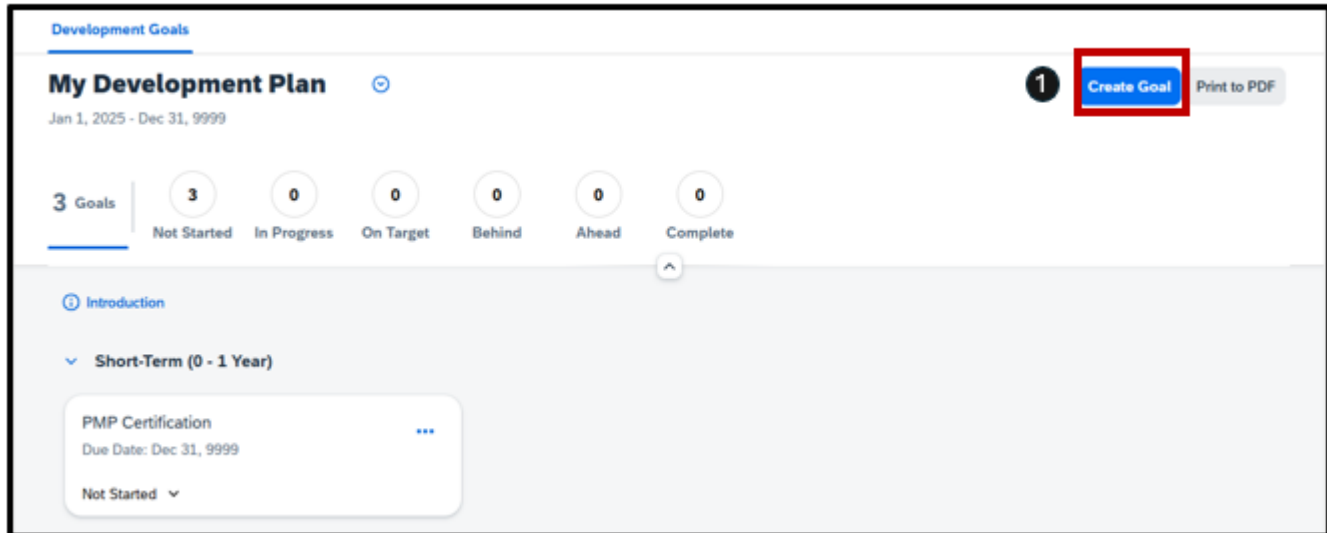
Save Cancel

- A new development goal has been added to your My Development Plan.

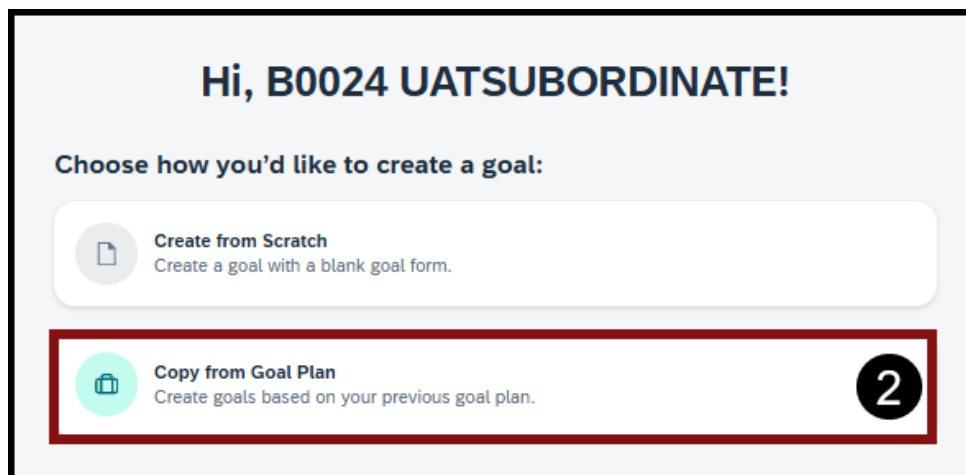
The screenshot displays the 'My Development Plan' interface. At the top, it shows the title 'My Development Plan' with a clock icon, the date range 'Jan 1, 2025 - Dec 31, 9999', and buttons for 'Create Goal' and 'Print to PDF'. Below this is a progress bar with six categories: 'Goals' (3), 'Not Started' (3), 'In Progress' (0), 'On Target' (0), 'Behind' (0), 'Ahead' (0), and 'Complete' (0). The 'Introduction' section is expanded, showing a 'Short-Term (0 - 1 Year)' category with a count of 5. A red box highlights a new goal entry: 'PMP Certification' with a 'Due Date: Dec 31, 9999' and a status of 'Not Started'.

Copy Goal from Previous Goal Plan

1. On the My Development Plan page, select the **Create Goal** button.



2. Select the **Copy from Goal Plan** option.



3. In the **1. Select Goals** window, select the **Goal Plan** dropdown menu.
4. Select the **Fiscal Year MDP** that contains the goal you wish to copy from the dropdown menu.

Copy from Goal Plan

1 Select Goals 2 Edit Goals 3 Copy

1. Select Goals
Select up to 10 personal goals.

Goal Plan: My Development Plan 3

- ☐ My Development Plan
- ☐ FY25 Individual Development Plan - Read Only
- ☐ **FY24 Individual Development Plan - Read Only** 4
- ☐ PMP Certification
- ☐ Enhance Presentation Skills
- ☐ Master Project Management

Next Cancel

5. **Check** the box next to the development goal you wish to copy to your current Fiscal Year MDP.
6. Select the **Next** button.

Copy from Goal Plan

1 Select Goals 2 Edit Goals 3 Copy

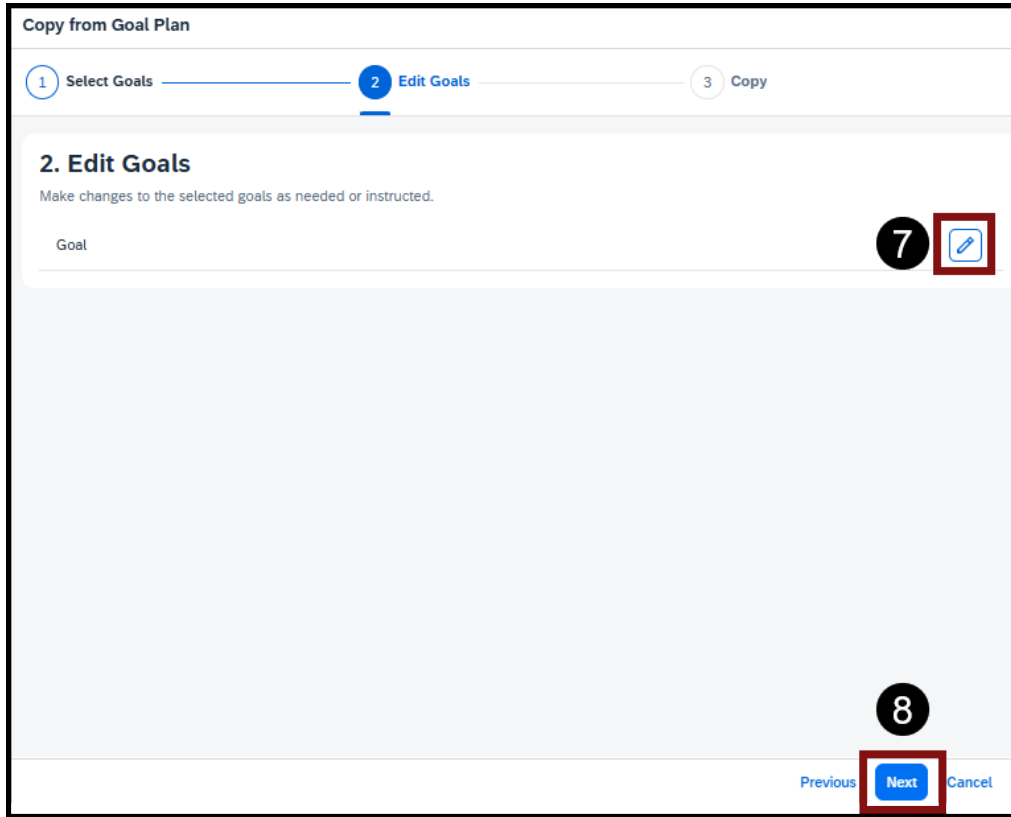
1. Select Goals
Select up to 10 personal goals.

Goal Plan: FY24 Individual Development Plan

- ☒ **Goal** 5

Next Cancel 6

7. In the **2. Edit Goals** window, select the **Edit** icon to make any changes to the goal before it is copied to your new plan.
8. Select the **Next** button.



9. In the **3. Copy** window, select the **Copy** button.

Copy from Goal Plan

1 Select Goals — 2 Edit Goals — 3 Copy

3. Copy

Preview and copy goals.

Goals (1 Selected)

Goal
Goal

Previous **Copy** Cancel

10. A new development goal has been added to your My Development Plan.

Development Goals

My Development Plan

Jan 1, 2025 - Dec 31, 9999

Create Goal Print to PDF

5 Goals

Not Started	In Progress	On Target	Behind	Ahead	Complete
4	0	1	0	0	0

Introduction

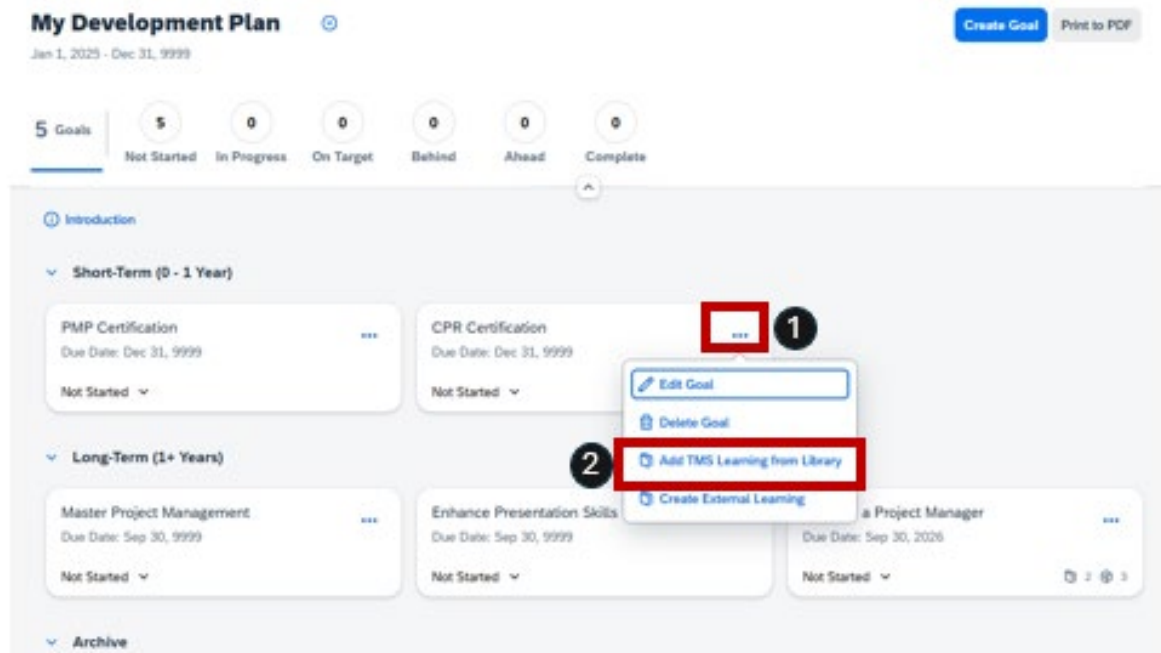
Short-Term (0 - 1 Year)

PMP Certification Due Date: Dec 31, 9999 Not Started	CPR Certification Due Date: Dec 31, 9999 On Target
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Task E. Add Learning Activity to Goal

Add TMS Learning from Library

1. Select the **More Actions** icon in the upper-right corner of the goal.
2. Select the **Add TMS Learning from Library** 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**.

49477 COURSES

Search

Language & Currency

Sort By Relevance

Refine By

Learning Type

Source

Delivery Method

Rating

☐ Include unrated

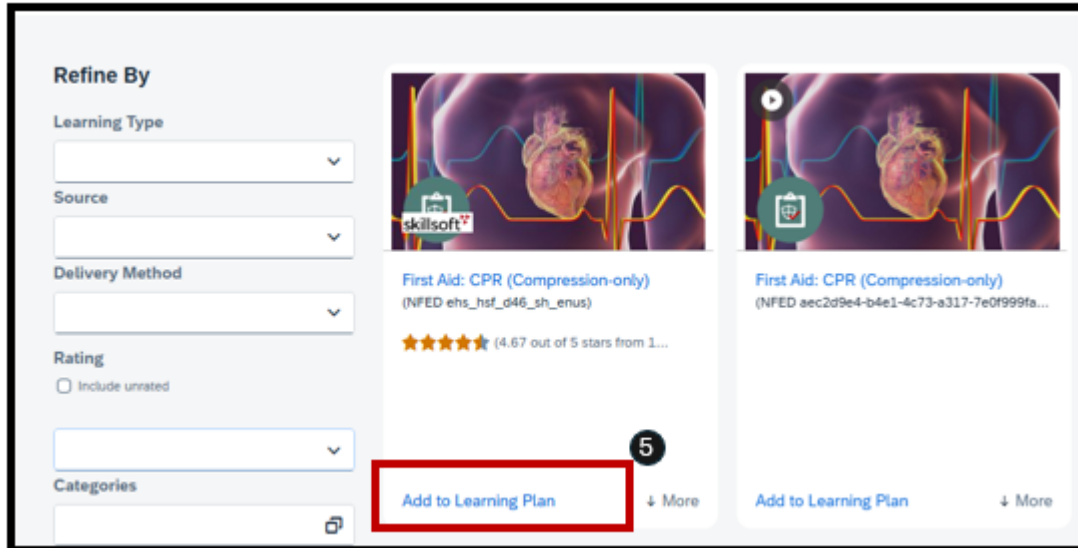
Categories

"Perfecting Your Resume" with Kathy...
(VA 4561711)

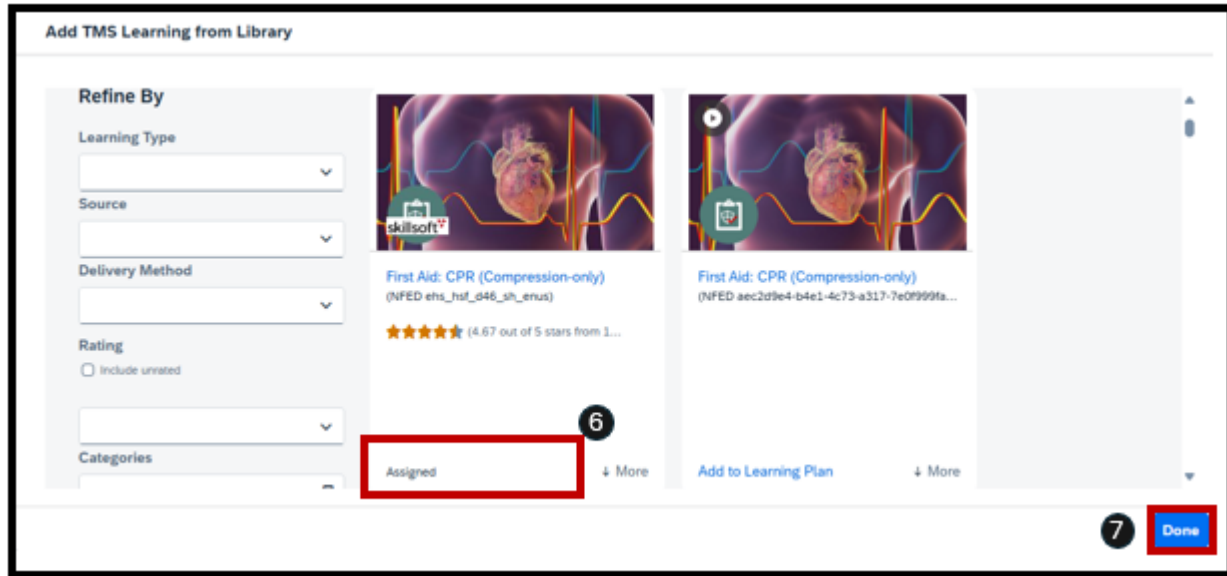
★★★★★ (1417)

Done

- 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.



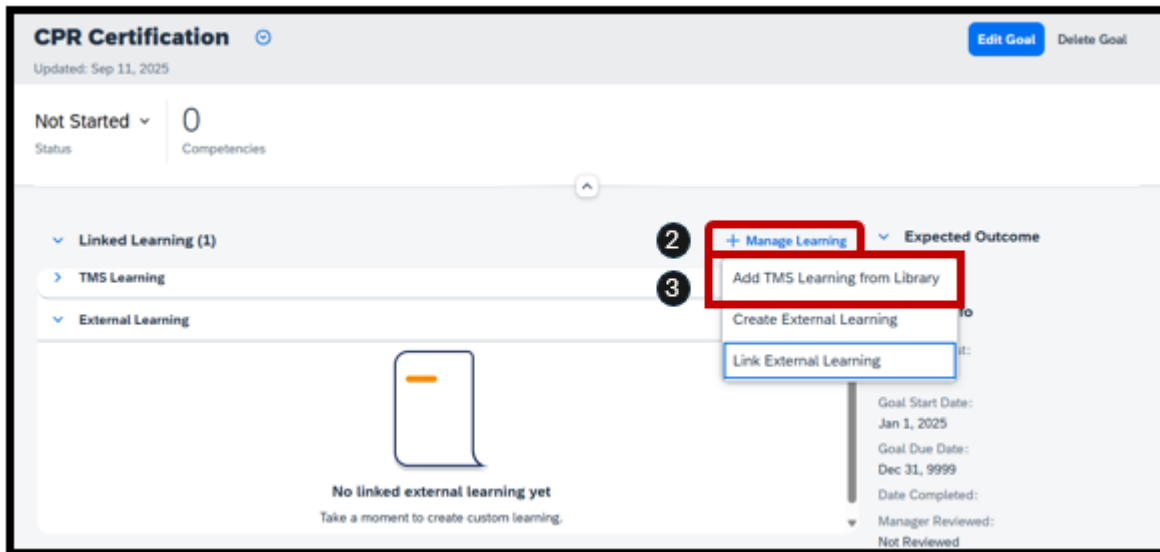
Add TMS Learning By Attribute

If your organization is using **Attributes** (Competencies, Skills, Tasks, etc.) connected to the various positions of the VA employees, you may use the By Attribute feature to find curated TMS Learning Items by attribute.

1. Select the **goal** to navigate to the **Goal Details** page. **NOTE:** You could also select the More Actions icon next to the goal, as shown in the Add TMS Learning from Library workflow.

The screenshot displays the 'My Development Plan' interface. At the top, it shows the plan's duration from 'Jan 1, 2025' to 'Dec 31, 9999' and buttons for 'Create Goal' and 'Print to PDF'. Below this is a progress bar with six categories: '5 Goals', 'Not Started' (5), 'In Progress' (0), 'On Target' (0), 'Behind' (0), 'Ahead' (0), and 'Complete' (0). The main section is titled 'Introduction' and shows a 'Short-Term (0 - 1 Year)' filter. Two goal cards are visible: 'PMP Certification' and 'CPR Certification'. The 'CPR Certification' card is highlighted with a red box and a circled '1', indicating it is the target for the next step. Both cards show a 'Due Date: Dec 31, 9999' and a 'Not Started' status.

2. Select the **+ Manage Learning** link.
3. Select the **Add TMS Learning from Library** option from the dropdown menu.



4. Select **By Attribute** to display all TMS Learning Items that are associated with the Attribute (Competency) attached to the goal.
5. The Attribute is identified in the upper left corner. In this example, the Attribute attached to this goal is **Change Management**.
6. Review the **TMS Learning Items** that are associated with the Change Management Attribute.
7. **Check** the box in the **Select** column to choose which Learning Item will be assigned to your Direct Report.
8. Select the **Assign** button.

Add TMS Learning from Library

4 **By Competency** From Library

Learning Activities by Attributes

☐ View only items or programs that help me close attribute gaps Assign

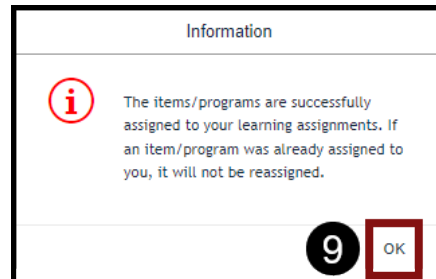
5 **Change Management** Current Rating: 2.0 Expected Rating: 3.0

Item/Program	Rating Provided	Select
6 Enhancing Customer Service Communications (On Demand) (Department of Veterans Affairs 3894100) <i>Online Course</i> It is important for every employee to develop customer-oriented communication skills, but this is pa more	2	☐
Change Management Summary: Adoption Strategy and Provider Buy-in (Department of Veterans Affairs 12841) <i>Online Course</i> This course, Change Management Summary: Adoption Strategy and Provider Buy-in, is a part of the Heal more	4	☐
Effective Interdisciplinary Teams (Department of Veterans Affairs 13223) <i>Online Course</i> This course, Effective Interdisciplinary Teams, is a part of the Health Informatics Lecture Series (more	4	☒ 7

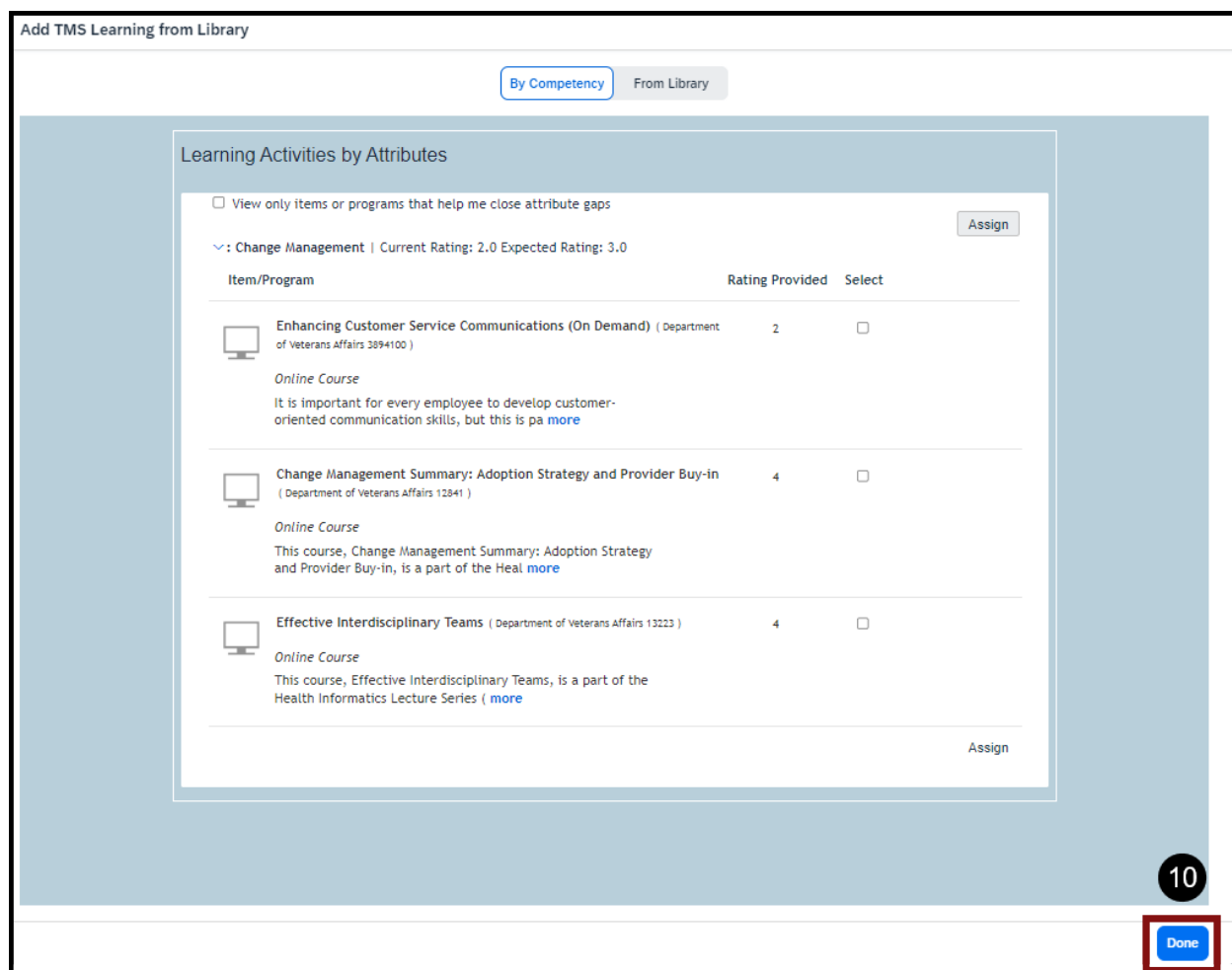
8 Assign

Done

9. A pop-up window will appear, confirming that the Learning Items were successfully assigned. Select the **OK** button.



10. You will be returned to the **By Attribute** page. Select the **Done** button to close the window.



11. The assigned **Learning Item** will be displayed on the **Goal Details** page.

CPR Certification ⓘ

Updated: Sep 12, 2025

On Target ▾ **1**
Status Competency

▼ **Linked Learning (2)** + Manage Learning

▼ **TMS Learning**

- PMP Exam Prep (2025 Update): Implementing a Procurement Strategy
Online Course (3.85 Hours)
Skillsoft 62523...
Planned*
- First Aid: CPR (Compression-only)
Online Course (3.17 Hours)
Skillsoft 62523...
Planned*

▼ **Expected Outcome**

Obtain CPR Certification

▼ **Competency**

- 9-Communication

▼ **More Info**

Estimated Cost:
Actual Cost:
Goal Start Date:
Jan 1, 2025
Goal Due Date:
Dec 31, 9999
Date Completed:
Manager Reviewed:
Not Reviewed

▼ **Goal Audit**

[View Audit History](#)

Create External Learning

1. Select the **+ Manage Learning** link.
2. Select the **Create External Learning** option from the dropdown menu.

The screenshot displays the 'CPR Certification' page. At the top, there are buttons for 'Edit Goal', 'Delete Goal', and 'View Audit History'. Below the title, it says 'Updated: Sep 24, 2024'. A status section shows 'On Target' with a dropdown arrow and a count of '1' under 'Competency'. The main content area is titled 'Linked Learning (1)' and contains a section for 'TMS Learning'. A dropdown menu is open, showing three options: '+ Manage Learning' (highlighted with a red box and a circled '1'), 'Add TMS Learning from Library', and 'Create External Learning' (highlighted with a red box and a circled '2'). Below the dropdown, a list item for 'Effective Interdisciplinary Teams' is visible, with a description: 'This course, Effective Interdisciplinary Teams, is a part of the Health Informatics Lecture Series based on the Core Content for the subspecialty of Clinical Informatics, as outlined by AMIA. Planned*'. To the right of the dropdown, there are sections for 'Expected Outcome' (with a dropdown arrow) and 'Competency' (with a dropdown arrow).

3. In the **Create External Learning** window, enter details about the external event. **NOTE:** The Learning Activity Name and Status fields are required.
4. Select the **Save** button.

Create External Learning

Learning Activity Name - Required: *
CPR Certification Training
230 characters left

Completed Date:
[Calendar Icon]

Description:
How to perform CPR
3982 characters left

Cost:
[Input Field]

Additional Information:
[Input Field]
1024 characters left

Status - Required: *
Planned* [Dropdown Arrow]

Development Goals:
CPR Certification

Save Cancel

5. On the Goal Details page, the external learning event you created will appear under the **External Learning** section.

CPR Certification [Refresh Icon]

Updated: Sep 24, 2024

On Target [Dropdown Arrow] 1
Status Competency

[Edit Goal] [Delete Goal] [View Audit History]

Linked Learning (2) + Manage Learning

External Learning

CPR Certification Training
How to perform CPR
Planned*

Expected Outcome
Obtain CPR Certification

Competency
Change Management

More Info

Link External Learning to Another Goal

1. Select the **+ Manage Learning** link.
2. Select the **Link External Learning** option from the dropdown menu.

Increase Proficiency in Customer Service Relations

Updated: Sep 24, 2024

Not Started ▾ 0 Competencies

Linked Learning (2) **1** **+ Manage Learning**

▾ TMS Learning

Growing Employees and Leaders with Marcus Butler - The Audacity
In this episode, Dr. Shari Dade interviews Marcus Butler, M... B...
Director of Logistics for the Office of Electronic Health Rec...
2 **Link External Learning**

Expected Outcome

More Info

Estimated Cost:

Actual Cost:

3. The Link External Learning pop-up window displays external learning activities created for other goals that can be linked to your goal. **Check** the box next to the **External Learning** you want to link to this goal.
4. Select the **Link** button.

Link External Learning

Select up to (10) external learning activities.

External Learning (1 selected)

☒ CPR Certification Training

3

4

Link

Close

- As an example, for this job aid, we are using the **CPR Certification Training** external learning activity is now linked to the **Increase Proficiency in Customer Service Relations** goal. The CPR Certification Training was originally created as an external learning activity for the CPR Certification goal.

Increase Proficiency in Customer Service Relations

Updated: Sep 24, 2024

Not Started ▾

Status

5

Edit Goal Delete Goal View Audit History

0 Competencies

Linked Learning (3) + Manage Learning

> TMS Learning

▾ External Learning

Customer Service Planned* ...

CPR Certification Training How to perform CPR Planned* ...

▾ Expected Outcome

▾ More Info

Estimated Cost:

Actual Cost:

Goal Start Date: Oct 1, 2024

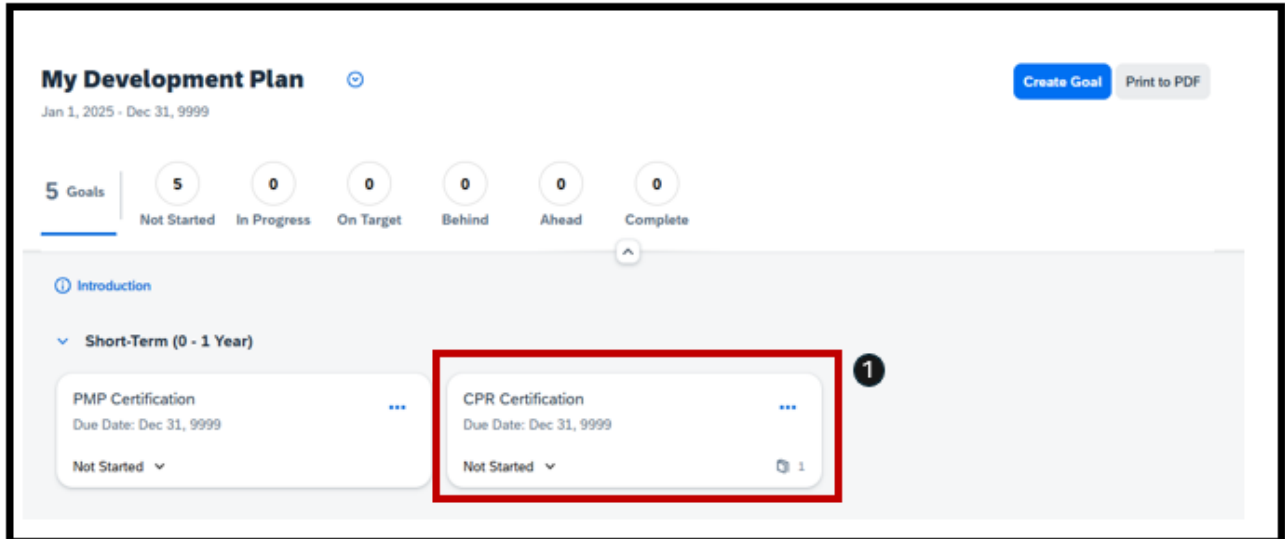
Goal Due Date: Sep 30, 2025

Date Completed:

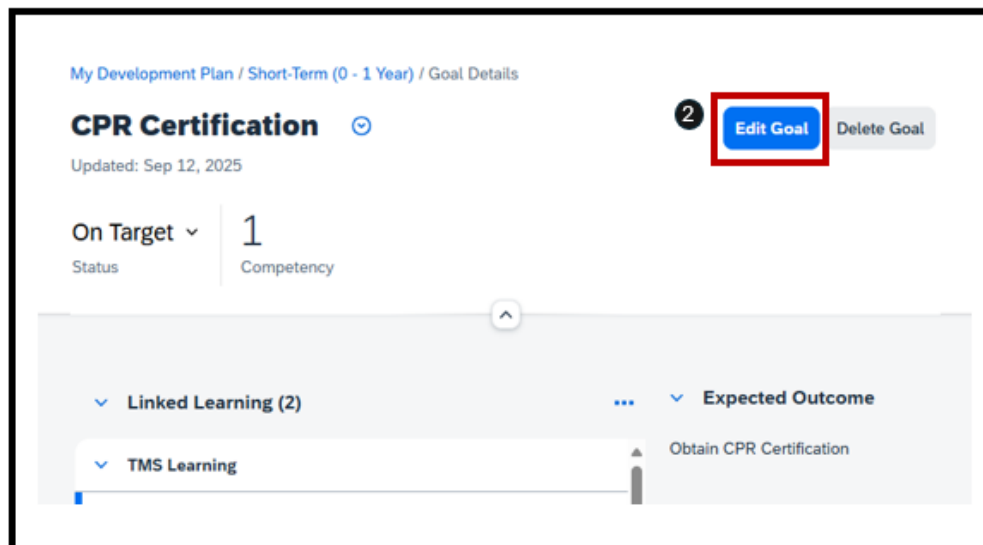
Manager Reviewed: Not Reviewed

Task F. Edit, Delete, View Audit History, and Archive a Goal

1. Select the **Goal** you want to edit from the My Development Plan page.



2. Select the **Edit Goal** button on the Goal Details page.



3. Edit any of the fields on the **Edit Development Goal** page.
4. Select the **Save** button.

Edit Development Goal

Goal Name: *

CPR Certification

483 characters left

Category:

Short-Term (0 - 1 Year) ▼

Expected Outcome:

Obtain CPR Certification

3976 characters left

Estimated Cost:

0

Actual Cost:

0

Goal Start Date:

Sep 24, 2025

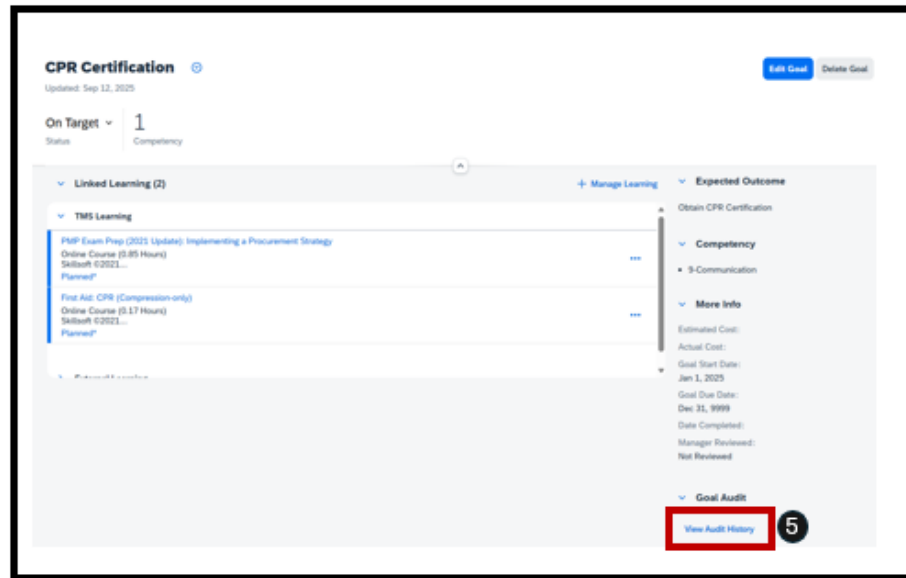
Goal Due Date:

Sep 30, 2025

Save

Cancel

- To view the Audit History of the goal, select the **View Audit History** button.



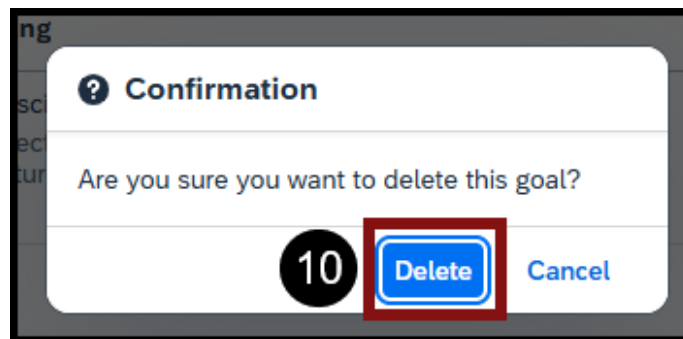
- Select the **Record** on the Audit History pop-up window.
- The **Record Details** will display on the right.
- When you are finished reviewing the Audit History, select the **Close** button.

Audit History			
Records (4)			Record Details
Time	Action Type	Action Taker	Field
Sep 25, 2024 10:26AM	Modified	B0024 UATMANAGER	Status
Sep 25, 2024 10:24AM	Modified	B0024 UATMANAGER	Original Value
Sep 24, 2024 1:38PM	Modified	B0024 UATMANAGER	New Value
Sep 24, 2024 10:19AM	Created	B0024 UATMANAGER	On Target

9. To delete the goal, select the **Delete Goal** button.



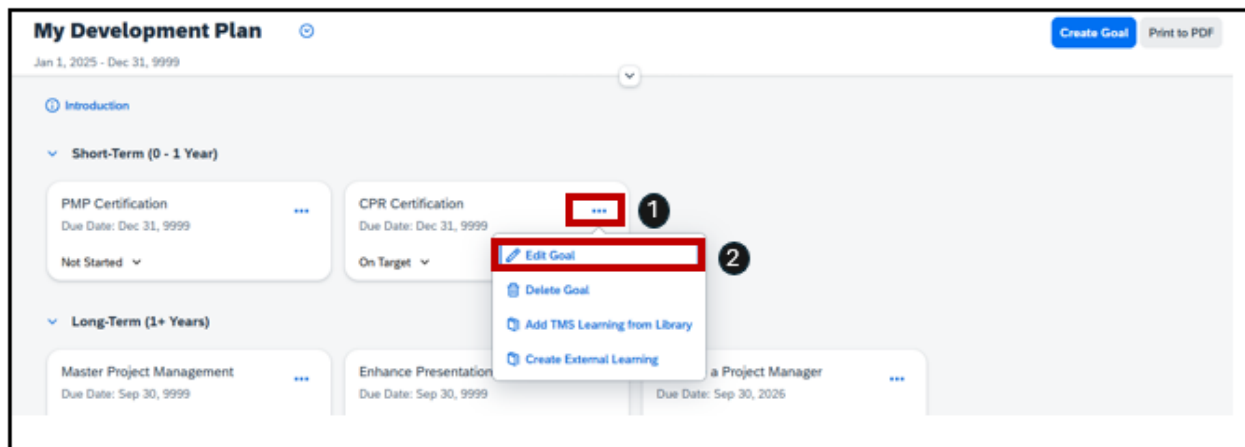
10. On the Confirmation pop-up window, select the **Delete** button.



11. Select the Goal you have completed or that is obsolete and move to Archive.

Task G. Edit & Print My Development Plan

1. Select the **More Actions (...)** button next to the development goal that needs to be updated.
2. Select the **Edit Goal** option from the dropdown menu. **NOTE:** You can also edit a goal from the Goal Details page, which is featured in Task F.



3. Edit the desired field(s) on the **Edit Development Goal** page. These fields include Goal Name, Category, Expected Outcome, Estimated Cost, Actual Cost, Goal Start Date, Goal Due Date, Attributes, Status, Date Completed, and Manager Reviewed.
4. Select the **Save** button.

Edit Development Goal

Goal Name: *

CPR Certification

483 characters left

Category:

Short-Term (0 - 1 Year)

Expected Outcome:

Obtain CPR Certification

3976 characters left

Estimated Cost:

0

Actual Cost:

0

Goal Start Date:

Sep 24, 2025

Goal Due Date:

Sep 30, 2025

Attributes:

Status: *

On Target

Date Completed:

MMM d, yyyy

Manager Reviewed:

Not Reviewed

3

4

Save

Cancel

- To print your My Development Plan, select the **Print to PDF** icon.

- Check** the boxes to indicate which Display Options and goals you want to print.
- Select the **Print** button.

8. On the Print Preview window, select the **Print** button.

