



U.S. Department of Veterans Affairs
Supervisor/Manager Job Aid
My Development Plan (MDP)

Supervisor/Manager Job Aid: My Development Plan (MDP)

(Revision Date: February 22, 2023)

Purpose

The purpose of this job aid is to guide you through the step-by-step process of accessing and editing your Direct Report's My Development Plan (MDP).

In this job aid, you will learn how to:

- Task A. Use Best Practice
- Task B. Access Direct Report's My Development Plan (MDP)
 - Access Direct Report's MDP from the Manager Tile
 - Access Direct Report's MDP from My Development
- Task C. Edit Display Options
- Task D. Review and Edit Direct Report's My Development Plan (MDP)
- Task E. Add a New Development Goal
- Task F. Add a New Learning Activity
 - Add a Learning Activity from the Catalog (Library)
 - Add a Custom Learning Activity
- Task G. Delete a Direct Report's Development Goal
- Task H. Certify Direct Report's Development Goal as Manager Reviewed
- Task I. Use Development Plan Options
 - View Development Goal Details and the Change Log
 - Print Development Goal

Before You Begin!

The 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 can view and update your Direct Reports' MDP, they must validate you as their Supervisor/Manager using the Validate/Update Manager tile on the TMS Home Page. This important step allows you access to review and update plan details and to certify the conversation with your Direct Report about development.

On the My Development Plan page, you can review and edit their MDPs. You are advised to have a conversation with your Direct Report about any changes to the plan prior to making any modifications.

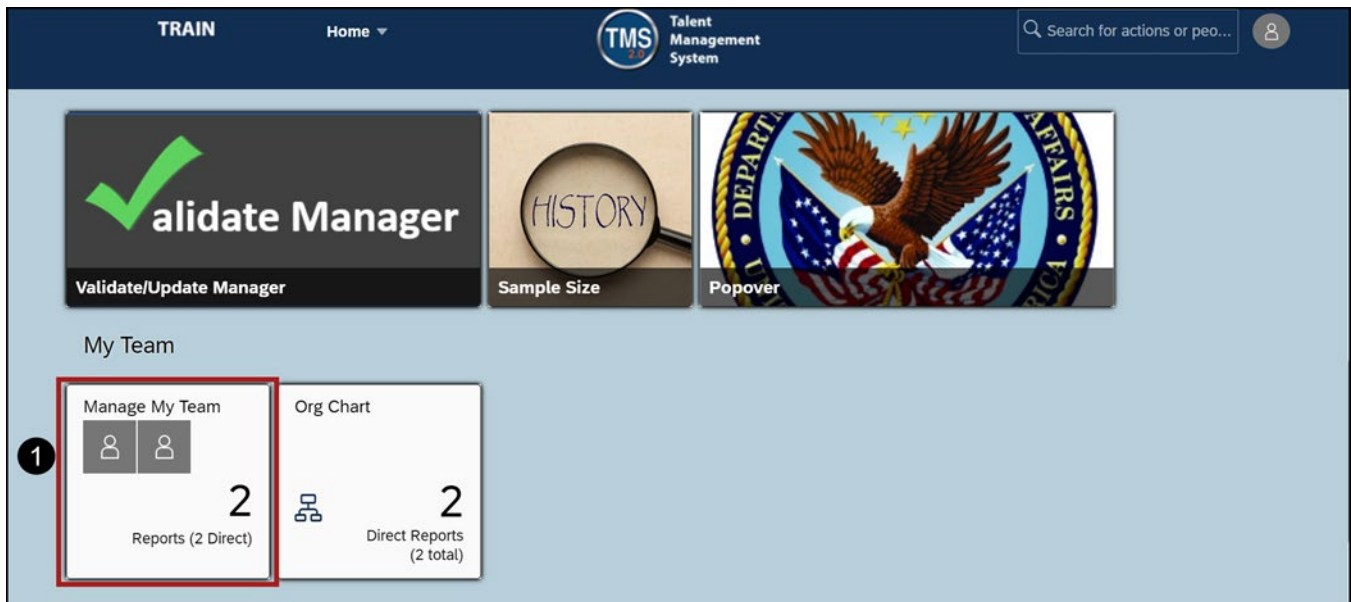
Task A. Use Best Practice

- **Employee** – Open **My Development Plan** to add or modify 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 Direct Report's My Development Plan (MDP)

Access Direct Report's MDP from the Manager Tile

1. From the VA TMS landing page, select the **Manage My Team** option.



2. On the My Team page, select the **Direct Report's Name** from the Direct Reports list.
3. Select the **Take Action** button.
4. Choose the **My Development** option from the dropdown list.

My Team (2) A0103 DMLMUSERNewName

DIRECT REPORTS (2)

- A0103 DMLMUSER
- A0103 DMLMUSERNewName** (2)

A0103 DMLMUSERNewName (3) **Take Action**

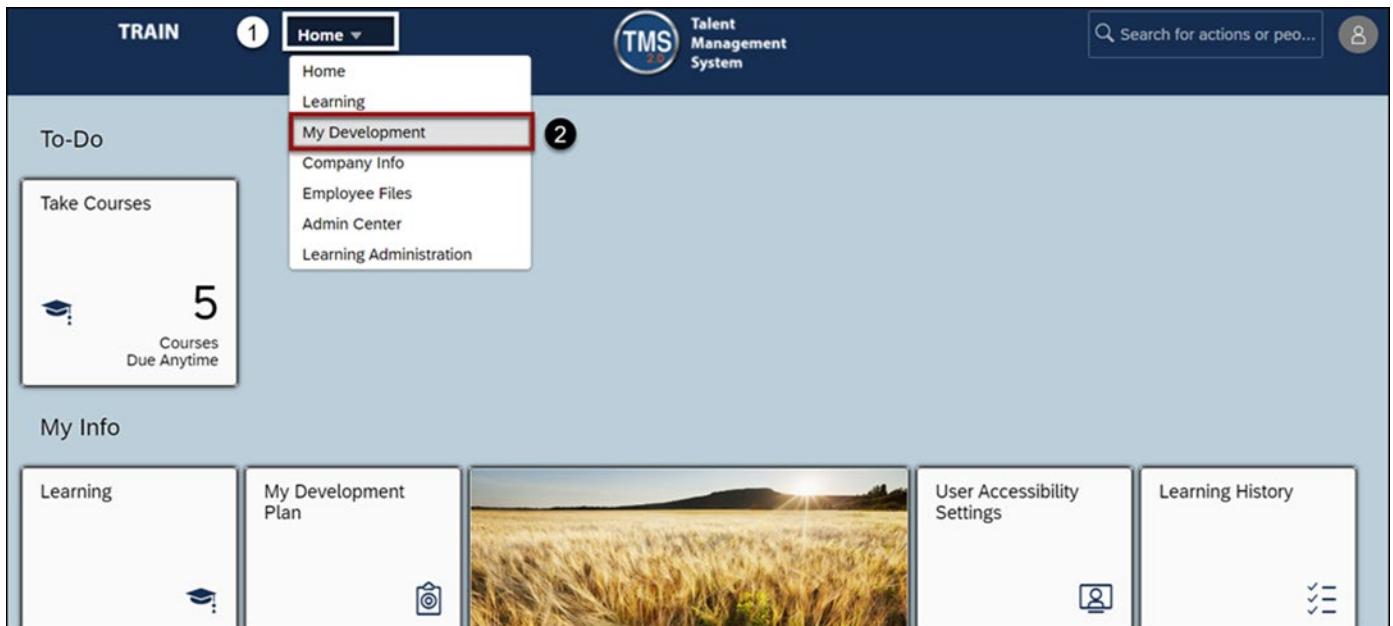
- Employee Information
- Employment Information
- Education and Development
- Career Interests
- Other
- My Development** (4)
- Learning

Richard L. Roudebush VA Medical Center - Indianapolis IN (583) - 90 (12:55 PM America/New_York)

Close

Access Direct Report's MDP from 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.



3. On the **My Development Plan** page, select the **Name** dropdown list.
4. Select the **Direct Report's name** to view their My Development Plan.

TRAIN My Development ▾ TMS Talent Management System

Search for actions or peo...

A0103 DMLMSUPERVISOR **3** FY23 Individual Development PL... ▾

+ Add Goal **Actions** **Display Options**

Search

Direct Reports

A0103 DMLMUSER **4**

A0103 DMLMUSERNewName

Are Ready?

nt Plan (MDP), your electronic Individual Development Plan (IDP) for FY 2023... *Because Your*

Use this workspace to maintain your IDP by adding, updating, or removing development goals and associated learning activities throughout the fiscal year. You can also copy goals from one year's plan to next year's plan by clicking the +Add Goal button and choosing Copy From Other Development Goal Plan.

Before You Begin!

- My Development Plan is available for all VA employees and should only be used for professional development purposes. Any development goals and activities will not be used by your VA manager to assess or evaluate employee performance.
- You must verify and select the correct VA manager before you create your IDP. Use the Validate/Update Manager tile on the TMS Home Page to update your manager.
- Your manager can review and modify your IDP. Managers are advised to have a conversation with you about any changes to your plan prior to making any modifications.
- Your manager can indicate the conversation held with you about your development in the Manager Reviewed field for each goal.

Task C. Edit Display Options

1. Select the **Display Options** button in the upper right corner of your Direct Report's 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' page in the TMS 2.0 system. The user is logged in as 'A0009 DMLMUSER' and is viewing the 'FY23 Individual Development Plan'. The 'Display Options' dropdown menu is open, showing a list of fields with checkboxes. The fields are: Alerts, Estimated Cost, Actual Cost, Expected Outcome, Competencies, Goal Start Date, Goal Due Date, Status, Date Completed, Manager Reviewed, and Learning Activities. All checkboxes are currently checked. The 'Update' button is highlighted in red, and the 'Cancel' button is also visible. The background shows the 'Introduction' section of the development plan, which includes a welcome message and instructions for using the workspace.

Task D. Review and Edit Direct Report's My Development Plan (MDP)

Note: Supervisors/Managers are advised to have a conversation with their Direct Report about making any changes to their My Development Plan prior to making any modifications.

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.

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			Obtain CPR Certification		10/17/2022	11/17/2022	Not Started		Not Reviewed	1
	Edit										2
	Learning Activities										

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

Edit Development Goal

Edit Development Goal

Fields marked with * are required.

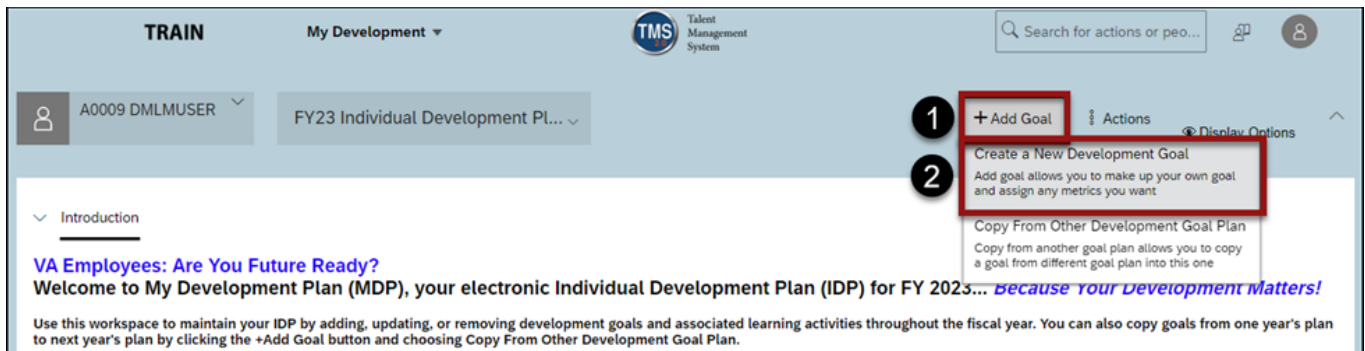
Category :	<div style="border: 1px solid #ccc; padding: 2px;">Short-Term (0 - 1 Year) ▼</div>
* Goal Name:	<div style="border: 1px solid #ccc; padding: 2px;">CPR Certification</div>
Expected Outcome:	<div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;">Obtain CPR Certification</div> <div style="text-align: right; font-size: 0.7em; color: #666;">coaching advisor spell check... legal scan...</div>
Estimated Cost:	<div style="border: 1px solid #ccc; width: 100px; height: 20px;"></div>
Actual Cost:	<div style="border: 1px solid #ccc; width: 100px; height: 20px;"></div>
Goal Start Date:	<div style="border: 1px solid #ccc; padding: 2px;">10/17/2022</div>
Goal Due Date:	<div style="border: 1px solid #ccc; padding: 2px;">11/17/2022</div>
Competencies:	<div style="border: 1px solid #ccc; padding: 5px; min-height: 60px;"></div> <div style="text-align: right; font-size: 0.7em; color: #00a0e3;">Add Competencies</div>
* Status:	<div style="border: 1px solid #ccc; padding: 2px;">Not Started ▼</div>
Date Completed:	<div style="border: 1px solid #ccc; padding: 2px;">MM/DD/YYYY</div>
Manager Reviewed:	<div style="border: 1px solid #ccc; padding: 2px;">Not Reviewed ▼</div>

Cancel

Save & Close

Task E. Add a New Development Goal

1. Select the **+ Add Goal** button in the upper right corner of your Direct Report's 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 for your Direct Report. **Note:** The **Goal Name** and **Status** fields are both required fields.
4. Select the **Save & Close** button.

RS2 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:	<input type="text"/>
Actual Cost:	<input type="text"/>
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 Direct Report's My Development Plan. There is an alert in the lower left corner that informs the Direct Report that you created a new development goal for them.

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

Task F. Add a New Learning Activity

Add a Learning Activity from the 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>Learning Activities</div> <div> 1 + Add New Learning Activity <div> 2 Find in catalog 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**.

49477 COURSES

Search

Language & Currency

Sort By Relevance

Refine By

Learning Type

Source

Delivery Method

Rating

☐ Include unrated

Categories

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

★★★★★ (1417)

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

skillsoft

Excel Basics

(NFED 4631645)

★★★★★ (81)

Add to Learning Plan

5

↓ More

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

7. Select the **Done** button.

The screenshot shows the 'COURSES' section of a system. On the left, there are filters for 'Learning Type', 'Source', 'Delivery Method', 'Rating' (with an 'Include unrated' checkbox), and 'Categories'. The main area displays a course card for 'Excel Basics' by Skillsoft, with ID (NFED 4631645) and a 4.5-star rating from 81 reviews. The status 'Assigned' is highlighted with a red box and a circled 6. At the bottom right, the 'Done' button is highlighted with a red box and a circled 7.

8. The course will be listed as Learning Activity your Direct Report's My Development Plan.

The screenshot shows the 'Short-Term (0 - 1 Year)' goal management interface. It features a table with columns: #, Goal Name, Estimated Cost, Actual Cost, Expected Outcome, Competencies, Goal Start Date, Goal Due Date, Status, Date Completed, Manager Reviewed, and Action. A goal named '1.1 Sample Goal' is listed with a status of 'Not Started' and 'Not Reviewed'. Below the table, the 'Learning Activities' section shows 'Excel Basics' as a 'Planned' activity. A description for 'Excel Basics' is provided: '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.'

Add a 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). The Find in Catalog option allows you to select a Learning activity from 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="position: relative; height: 40px;"> 1 2 <div style="border: 1px solid red; padding: 2px; position: absolute; right: 0; top: 0;"> + Add New Learning Activity </div> <div style="border: 1px solid red; padding: 2px; position: absolute; right: 0; top: 20px;"> Find in catalog </div> <div style="border: 1px solid red; padding: 2px; position: absolute; right: 0; top: 40px;"> Custom Learning Activity </div> </div>												

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

3. In the Add New 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 G. Delete a Direct Report's Development Goal

1. Select the **Goal Actions** button next to the goal that needs to be deleted from your Direct Report's My Development Plan.
2. Select the **Delete development goal** 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	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																					
<table border="1"> <thead> <tr> <th>Learning Activity Name</th> <th>Cost</th> <th>Status</th> <th>Completed Date</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>508 Trusted Tester Program ✓</td> <td></td> <td>Planned*</td> <td></td> <td>⋮</td> </tr> </tbody> </table>												Learning Activity Name	Cost	Status	Completed Date	Action	508 Trusted Tester Program ✓		Planned*		⋮
Learning Activity Name	Cost	Status	Completed Date	Action																	
508 Trusted Tester Program ✓		Planned*		⋮																	

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

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

hcm03.ns2cloud.com says

Are you sure you want to delete this Development Goal?

3 [OK](#) [Cancel](#)

4. The development goal has been deleted from your Direct Report's 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	CPR Certification Edit			Obtain CPR Certification		10/17/2022	11/17/2022	Not Started		Not Reviewed	⋮
Learning Activities											
+ Add New Learning Activity											

Task H. Certify Direct Report's Development Goal Plan as Manager Reviewed

1. Select the **Goal Actions** button next to the development goal that needs to be reviewed.
2. Select the **Edit development goal** option.

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	CPR Certification			Obtain CPR Certification		10/17/2022	11/17/2022	Not Started		Not Reviewed
	Edit									
	Learning Activities									

1

2

Edit development goal
Add Development Goal in Employee Profile
View development goal detail
Delete development goal

3. From the Edit Development Goal pop-up window, select **Reviewed** from the Manager Reviewed dropdown menu.
4. Select the **Save & Close** button.

Edit Development Goal

Edit Development Goal

Fields marked with * are required.

Category :

Short-Term (0 - 1 Year) ▼

* Goal Name:

CPR Certification

Expected Outcome:

Obtain CPR Certification

coaching advisor spell check... legal scan...

Estimated Cost:

Actual Cost:

Goal Start Date:

10/17/2022

Goal Due Date:

11/17/2022

Competencies:

Add Competencies

* Status:

Not Started ▼

Date Completed:

MM/DD/YYYY

Manager Reviewed:

Not Reviewed ▼


Not Reviewed

Reviewed

Cancel

Save & Close

5. Once the development goal has been reviewed, the status in the upper right corner of the goal changes from Not Reviewed to **Reviewed**. By marking a goal as Reviewed, you are certifying the discussion you held with your Direct Report regarding the development goal.

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	5	<div>Reviewed</div>	
Learning Activities											
										+ Add New Learning Activity	
Alert - Edited by A0009 DMLMSUPERVISOR 10/17/22 6:56 PM											

Task I. Use Development Plan Options

A change log is available for each development goal.

View Development Goal Details and the Change Log

1. Select the **Goal Actions** button next to the development goal that needs to be reviewed.
2. Select the **View development goal detail** option.

The screenshot displays the TMS 2.0 interface for a development goal. The goal is titled '1.1 Obtain CPR certification' and is currently in 'In Progress' status. A dropdown menu is open, showing options: 'Reviewed' (with a green checkmark and a circled '1'), 'Edit development goal', 'View development goal detail' (with a circled '2'), and 'Delete development goal'. Below the dropdown is a '+ Add New Learning Activity' button. The interface also shows a table with columns for Goal Name, Estimated Cost, Actual Cost, Expected Outcome, Competencies, Goal Start Date, Goal Due Date, Status, Date Completed, Manager Reviewed, and Action. The goal is listed with a start date of 09/01/2022 and a due date of 09/30/2023. Alerts at the bottom indicate the goal was created and edited by A0103 DMLMSUPERVISOR on 2/10/23.

3. The **Detail View of Development Goal** window will open and display the audit history for the selected goal.
4. After reviewing the audit history, select the **Return to My Development Plan** link to return to My Development.

Detail View of Development Goal for A0103 DMLMUSER

[Return to My Development for A0103 DMLMUSER](#)
4

Category : Short-Term (0 - 1 Year)

Goal Name: Obtain CPR certification

Expected Outcome:

Estimated Cost:

Actual Cost:

Goal Start Date: 09/01/2022

Goal Due Date: 09/30/2023

Competencies:

Status: **In Progress**

Date Completed:

Manager Reviewed: **Reviewed**

Audit History:

3

Date	Action	User	
02/10/2023	Created	A0103 DMLMSUPERVISOR	view
02/10/2023	Modified	A0103 DMLMSUPERVISOR	view
02/10/2023	Modified	A0103 DMLMSUPERVISOR	displayed

Print a Development Goal

1. On the **My Development** page, select the **Name** dropdown list.
2. Select the **Direct Report's name** to view their My Development Plan.

The screenshot shows the 'My Development' page in the TMS system. At the top, there's a header with 'TRAIN', 'My Development', and the TMS 2.0 logo. Below this, a user profile 'A0103 DMLMSUPERVISOR' is shown next to a dropdown menu labeled 'FY23 Individual Development PL...'. A red box highlights this dropdown, with a circled '1' indicating the first step. Below the dropdown, a search bar is visible, followed by a list of 'Direct Reports'. The first entry, 'A0103 DMLMUSER', is highlighted with a red box and a circled '2', indicating the second step. Below the list, there's a section titled 'Before You Begin!' with instructions on how to use the IDP workspace.

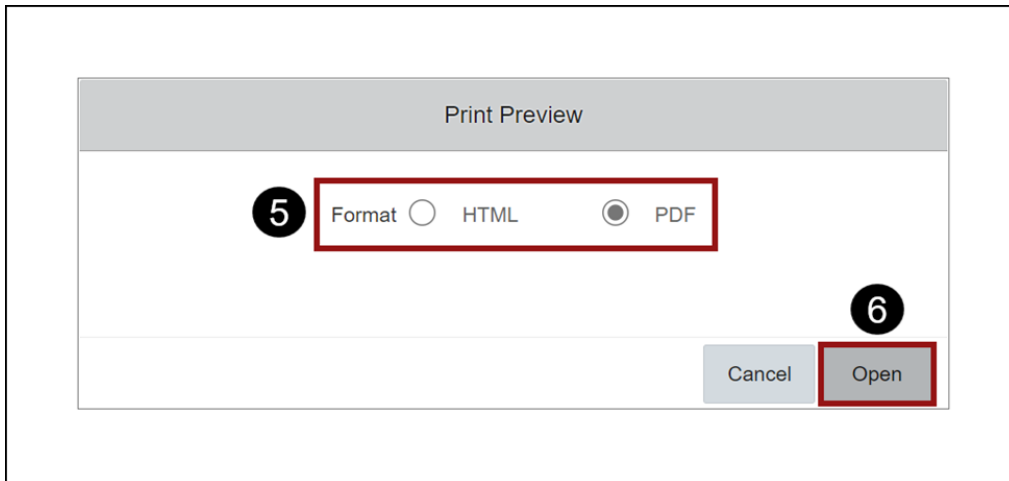
3. Select the **Actions** button.

This screenshot shows the 'My Development' page after selecting a direct report. The user profile is now 'A0105 DMLMSUPERVISOR' and the dropdown is 'FY22 Individual Development PL...'. A red box highlights the 'Actions' button, with a circled '3' indicating the third step. The page also shows a '+ Add Goal' button and a search bar at the top right.

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

This screenshot shows the 'My Development' page with the 'Actions' dropdown menu open. A red box highlights the 'Print to HTML or PDF' option, with a circled '4' indicating the fourth step. The page also shows the '+ Add Goal' button and the search bar at the top right.

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									