

Project Management Development Process (PMDP) Individual Development Plan (IDP)

SECTION IA (To Be Completed By Employee)

Development Process Title:

Employee's Social Security No.:	Name of Employee:	Office Telephone No.:	Installation:	Mail Code:
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Employee's Position Title:	Office Facsimilie No.:	E-Mail Address:
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Supervisor's Name:	Supervisor's Title:	Supervisor's Telephone No.:	Supervisor's Mail Code:
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Mentor's Name:	Mentor's Title:	Mentor's Telephone:	Mentor's Mail Code:
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Plan Start Date (Month/Day/Year)	Plan End Date (Month/Day/Year)	Actual Start Date (Month/Day/Year)	Actual End Date (Month/Day/Year)

Long-Range Goals (at least five years):

Development Objectives to Achieve Long-Range Goals:

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SECTION II

Employee's Social Security No.:	Name of Employee:	Office Telephone No.:	Office Facsimile No.:
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Activity (ies) (R) = Required (O) = Optional (E) = Encouraged	* T W O	Development Objective Addressed	DATES P=Planned A=Actual		COSTS E= Estimated A=Actual		Comments
			Begin	End	Tuition, Books, etc.	Per Diem, Travel	

NOTE: May add additional page(s) is necessary.

* T = Training W = Developmental Work Assignment O = Other Activities

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SECTION III (Signature Page)

Name and Title (Please type or print)	Date	Comments
Employee Name		
Signature:		
Employee's Supervisor:		
Signature:		
Mentor (if applicable):		
Signature:		
Signature:		
Signature:		