

**Create an IDP for the First Time**  
**USER CHECKLIST**

*[Print this out to use while creating your IDP]*

**Update Talent Profile**

- Update DLA Email Address
- Update Current Supervisor Name

**Initiate New IDP**

- Create Plan Title
- Select Plan Period

**Add a Goal to IDP** *(must have at least one goal)*

- Create Goal Name
- Designate Short-term or Long-term Goal
- Select Target Date for Meeting the Goal

**Add Activities to Goals** *(skip if you require no training)*

- Select Activity in Catalog OR  Unique Training Request (not in the catalog)
- Add a Priority to the Activity

**Submit IDP for Approval**

- Save Plan
- Print Plan
- Meet with Supervisor to Discuss IDP
- Agree with Supervisor on Goals and Activities
- Submit IDP for Approval to Supervisor