Create an IDP for Users Who Already Have an Existing IDP
USER CHECKLIST
[Print this out to use while creating your IDP]

Review Current To-Do-List

☐ Check Courses on To-Do-List

☐ Remove Invalid Courses

Check Previous Plan

☐ Close Out Prior IDP's (if necessary)

Update Talent Profile

☐ Update DLA Email Address

☐ Update Current Supervisor Name

Initiate New IDP

☐ Create Plan Title

☐ Select Plan Period

Use Goal Wizard (optional)

☐ Add Goal(s) from Previous Plan

☐ Select Target Date for Meeting the Goal

☐ Designate Short-term or Long-term Goal

☐ Copy Activities from Previous Plan (optional)

Add a New Goal (*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