South Carolina
Clinical & Translational
Research Institute

MUSC
Medical University
of South Carolina

SCTR COLLEGE OF MEDICINE K12 PROGRAM INDIVIDUAL DEVELOPMENT PLAN (IDP)

An **Individual Development Plan (IDP)** provides a process to develop, strategize, support, and track your career development goals and objectives. The IDP serves as a tool to facilitate clear and consistent communication and mutual goal alignment between mentees and mentor(s).

Outline for the IDP Process
The development, implementation and modification of the IDP require a series of steps to be conducted by the mentee, and then discussed and corroborated with his/her mentor. These steps represent an interactive effort that requires full engagement by the mentee and mentor(s).

Step 1. Conducting a Needs Assessment: by working together with your mentor, conduct an assessment of your skills using the COM K12 Needs Assessment Form.

Step 2. Completing the IDP: By incorporating your needs assessment, develop short, intermediate, and long-term career goals and action plans to achieve these goals.

Step 3. Implementing your IDP: Discuss and refine your IDP with your mentor(s); implement the steps outlined in your IDP; review your IDP with your mentor quarterly and modify your IDP based on the outcomes of this review and your progress toward goal attainment.

Creating Your IDP

Your IDP is a dynamic document that should be modified as your needs and goals evolve. The main purpose of the IDP is to establish clearly defined career goals and action plans to achieve those goals taking into account the skills and experience you need and your existing strengths.

Each goal should have the following SMAR(H)T[1] characteristics:

- **S**pecific
    - Is it focused and unambiguous?
- **M**easurable
    - Could someone identify whether or not you achieved this goal?
- **A**ction-oriented
    - Is there an action required on your part?
- **R**ealistic/**H**elp
    - R: Considering difficulty and timeframe, is this goal attainable?
    - H: Does it identify what support you need and where you'll get it?
- **T**ime-bound
    - By when should you complete this goal

1. Doran GT. "There's a S.M.A.R.T. way to write management's goals and objectives". *Management Review*. AMA FORUM. 1981; 70 (11): 35–36

SCTR COM K12 PROGRAM
INDIVIDUAL DEVELOPMENT PLAN

YEAR IN PROGRAM:

CIRCLE QUARTER   1   2   3   4

Today's Date:

Your Name:

Your Primary Mentor's Name and Content Expertise:

List Co-Mentors and Content Expertise:

1.

2.

3.

Current academic title and rank:

Time Management
By your best estimate, how did you allocate your time during the past quarter?
% of time spent on research project:
% of time spent on coursework:
% of time spent on other career development activities:
% of time spent on patient care:
% of time spent on teaching:
% of time spent on administration and other duties:

Total % of time:

How will you change this time distribution in the coming quarter?

A. List your goals for the next quarter. Add goals as needed.

Goal 1.

Specific goal (S):

Metric to measure attainment of goal (M):

Action plan to accomplish goal (A):

Help needed to accomplish goal (H):

Timeline to accomplish goal (T):

Goal 2.

Specific goal (S):

Metric to measure attainment of goal (M):

Action plan to accomplish goal (A):

Help needed to accomplish goal (H):

Timeline to accomplish goal (T):

B. List your goals for the next year. Add goals as needed.

Goal 1.

Specific goal (S):

Metric to measure attainment of goal (M):

Action plan to accomplish goal (A):

Help needed to accomplish goal (H):

Timeline to accomplish goal (T):

Goal 2.

Specific goal (S):

Metric to measure attainment of goal (M):

Action plan to accomplish goal (A):

Help needed to accomplish goal (H):

Timeline to accomplish goal (T):

C. List your goals for the next 5 years. Add goals as needed.

Goal 1.

Specific goal (S):

Metric to measure attainment of goal (M):

Action plan to accomplish goal (A):

Help needed to accomplish goal (H):

Timeline to accomplish goal (T):

Goal 2.

Specific goal (S):

Metric to measure attainment of goal (M):

Action plan to accomplish goal (A):

Help needed to accomplish goal (H):

Timeline to accomplish goal (T):

List any **barriers** that you are facing or are anticipating that could make it challenging to achieve your goals: