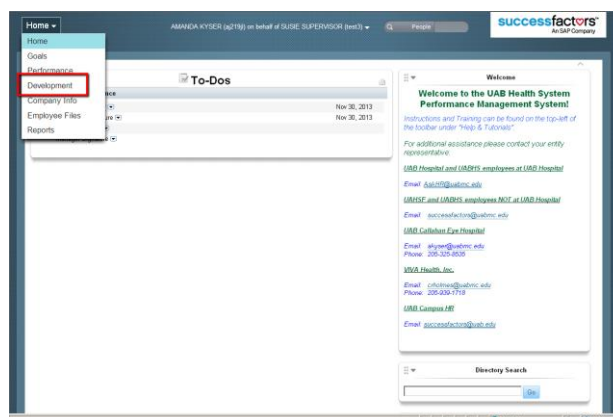
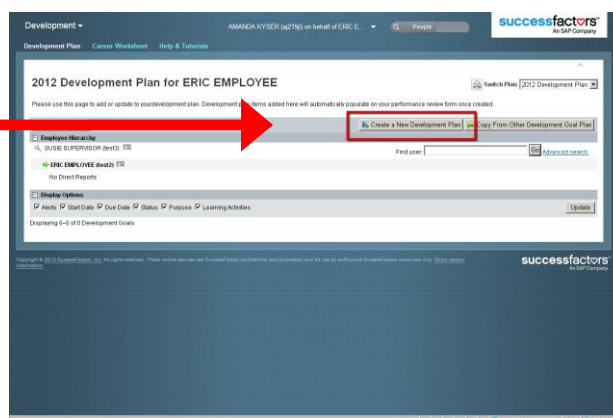


Creating a Development Plan:

1. On the main screen, click “Home” at the top to drop down the menu bar. Then choose “Development.”



2. Select “Create a New Development Plan.”



3. A new window will open. Input the Development Plan, Start Date, and Due Date.

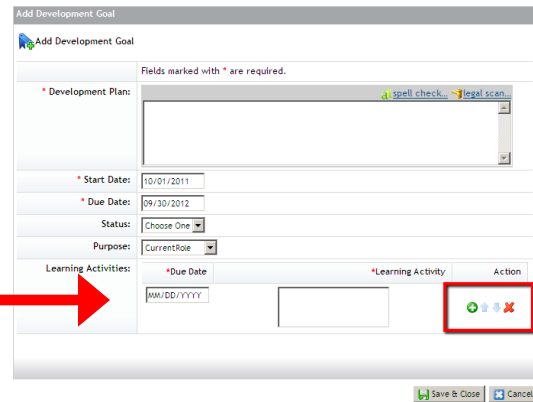
You may also input a Status. (This field is optional.)

If desired, input a Purpose (Current Role, Future Role, General Skillset).

6. If applicable, select Add Learning Activity.

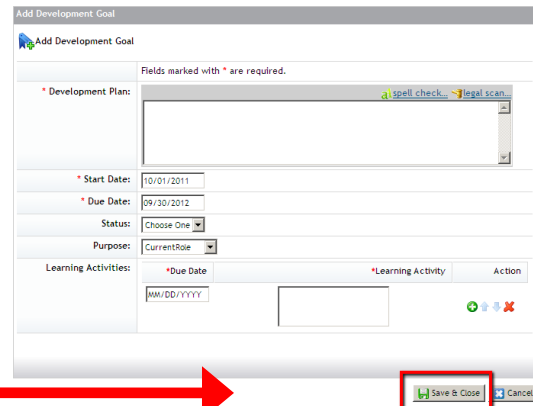
Creating a Development Plan (cont.):

7. Input the due date and learning activity. Select the Green plus to add the learning activity. Select the red “X” to delete or cancel input of a learning activity.



The screenshot shows the 'Add Development Goal' form. The 'Development Plan' field is empty. The 'Start Date' is 10/01/2011 and the 'Due Date' is 09/30/2012. The 'Status' is 'Choose One'. The 'Purpose' is 'CurrentRole'. The 'Learning Activities' table has two columns: 'Due Date' and 'Learning Activity'. The 'Due Date' field contains 'MM/DD/YYYY'. The 'Learning Activity' field is empty. The 'Action' column has three buttons: a green plus (+), a blue minus (-), and a red X. A red arrow points to the green plus button.

8. Select Save and Close to save the Development Plan and return to the Development page.



The screenshot shows the 'Add Development Goal' form. The 'Development Plan' field is empty. The 'Start Date' is 10/01/2011 and the 'Due Date' is 09/30/2012. The 'Status' is 'Choose One'. The 'Purpose' is 'CurrentRole'. The 'Learning Activities' table has two columns: 'Due Date' and 'Learning Activity'. The 'Due Date' field contains 'MM/DD/YYYY'. The 'Learning Activity' field is empty. The 'Action' column has three buttons: a green plus (+), a blue minus (-), and a red X. The 'Save & Close' button is highlighted with a red box.