

PROFESSIONAL DEVELOPMENT PLAN FOR <Year>

1.0 Professional Outline of who I want to be in 12 months time.

[Provide a high level narrative description of your professional self in 12 months time. Think about what you know, what you're capable of doing, how you will be different than you are now and how this might compare to others in the Software Test and Quality Assurance profession.]

2.0 Key Skills that I will possess that'll help me deliver on my Professional Outline.

[Identify a key set of skills and knowledge areas that will have been acquired or improved on to enable you to realise your Professional Outline. These might be extracted from the outline where they're explicit or broken out here for clarity where they may be implicit.]

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3.0 Actions I need to undertake to define, learn, practice and become competent in my Key Skills.

[Consider what you'll actually have to 'do' to acquire the Key Skills. Think about how you'll define clearly what the Key Skill is in definite terms, what specifically you can do to research/study/learn the skill from an academic viewpoint, how then how you will trial and practice the skill to become competent. Then write these actions up against each quarter, assume you'll get the time to work on them of roughly 4 hours each week or approximately 2 days each month / 6 days each quarter.]

Q1: January - March

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Q2: April - June

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Q3: July - September

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Q4: October - December

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Notes:

Just get 'something' written up, it doesn't have to be perfect but enough that we can discuss and refine the plan.

[delete the helper text in square brackets once the section is complete]

This should feed into your annual appraisal SMART goals and will provide some of the 'review collateral' that you should be building up.

For some thoughts that might help consider reviewing this paper:

http://www.cyreath.co.uk/papers/Cyreath_Developing_the_Team.pdf