

LEARN. **GROW.** AIDIFY.

**RESOURCE HUB**

**FOR GXP MANAGERS**

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This template focuses on identifying specific training, coaching, or projects that will help the employee progress in their professional development.

1. **Employee Information**

|  |  |
| --- | --- |
| Full Name |  |
| Position |  |
| Department |  |
| Planned Start Date |  |

1. **Development Goals**

|  |  |  |
| --- | --- | --- |
| Goal No. | Goal Name | Deadline |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |

1. **Project Assignments for Goal Development**

|  |  |  |  |
| --- | --- | --- | --- |
| Project No. | Project Name | Role | Deadline |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |

1. **How do you plan to achieve and messure success for the above goals? (Describe all necessary steps, milestones, resource incl. training/ mentoring sessions, risks etc.)**

|  |  |
| --- | --- |
| Goal No. | 1 |
| Goal Name |  |
| Goal Details | *The goal should be specific, measurable, achievable, realistic, and time-bound (following the SMART criteria). This prevents ambiguity and reduces the risk of losing focus during implementation.* |
| Deadline |  |
| Required skills |  |
| Required resources | *Identify the resources needed for the project, such as time, budget, people, and tools.* |
| Plan (step by step) | ***Divide into Stages and Tasks:*** *Break the project down into smaller, more manageable tasks or stages. Each stage should have a clear outcome and deadline. Set priorities among tasks, as some may depend on the completion of others.*  ***Assign Roles and Responsibilities****: If the project requires teamwork, assign specific tasks to individuals. Each person should have a clear understanding of their responsibilities and deadlines.*  ***Create a Timeline****: Develop a schedule that includes deadlines for each stage and task. The timeline should be realistic yet flexible enough to accommodate any delays.* |
| Risks | *Recognize any constraints that may affect the project, such as resource availability, budget limits, or potential risks.*  *Consider potential risks that might impact the project. Plan preventive measures and establish ways to respond to unforeseen situations.* |
| Monitoring | *Define methods for tracking progress, such as weekly meetings, reports, or project management tools. Regular evaluations help to make adjustments as needed.* |
| Communication Plan | *Decide how and how often updates on progress, challenges, and changes will be shared to keep everyone involved informed.* |

1. **Other Notes**
2. **Progress Monitoring**

|  |  |  |  |
| --- | --- | --- | --- |
| Project No. | Status | Updates for Manager | Comments |
| Milestone 1 |  |  |  |
| Milestone 2 |  |  |  |
| Milestone 3 |  |  |  |

1. **Signatures**

|  |  |  |
| --- | --- | --- |
| Role | Name and Surname | Date |
| Employee Signature |  |  |
| Manager Signature |  |  |