

## **Module 5**

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### Manage Your IDP

## IDP Manage Phase



## Manage Your IDP

- This module will review all of the activities involved in managing your IDP.
- At the end of this module, you will be able to:
  - Start Work on Activities
  - Track Your Progress
  - Follow Up with Your Supervisor
  - Revise Your IDP
  - Prepare for Next Year
  - Copy Your Goals into a New IDP

## Start Work on Activities

- Once you have submitted an IDP and it has been approved/activated, you will be able to:
  - View or add notes to any of your activities
  - View item details for SATERN offerings
  - Request a schedule for instructor-led SATERN offerings
  - Register for scheduled SATERN offerings
  - Launch SATERN online content
  - Track your progress on any of your activities

## Start Work on Activities (cont.)

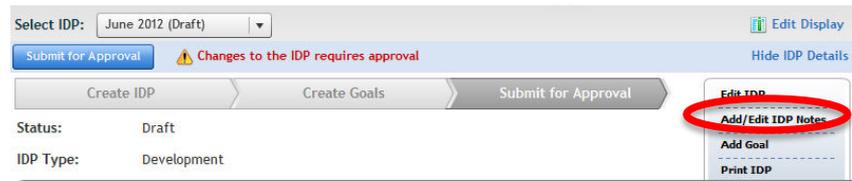
- For any goal or activity in your IDP, you will be able to view and add notes. You can also view and add notes to the overall IDP.
  - To add notes to a goal - from the **Edit Goal** screen, click [Goal Notes](#)



- To add notes to an activity - from the **Edit Activity** screen, click [Activity Notes](#)



- To add notes to the overall IDP - from the **IDP Workspace** click [Add/Edit IDP Notes](#)



## Start Work on Activities (cont.)

- To view detailed information about a Learning Item associated with an activity, hover your mouse over the activity name and click **View Item Details** from the list of actions.
  - If you are ready to begin an online offering, click **Go to Content**.

The screenshot displays the 'Activities' section of a system. A table lists activities with columns for 'Activity Name' and 'Status'. The first activity is 'A+ Essentials 2009: Using and Managing Windows (Windows 7 upd...)' with a status of 'In progress'. A context menu is open over this activity, listing several actions: 'Edit/Update', 'Add/Delete Activity Notes', 'View Item Details', 'Go to Content', and 'Remove Activity'. The 'View Item Details' and 'Go to Content' options are circled in red. Two green callout boxes provide instructions: one points to 'View Item Details' with the text 'Click View Item Details for full course details.', and another points to 'Go to Content' with the text 'Click Go to Content to begin a course.'

Activity Name	Status
A+ Essentials 2009: Using and Managing Windows (Windows 7 upd...)	In progress
APPEL	
LARC	

Click **View Item Details** for full course details.

Click **Go to Content** to begin a course.

## Start Work on Activities (cont.)

- If the item is instructor led you can:
  - [Request Schedule](#) for an Unscheduled Offering.
  - [View Offerings](#) to register for a Scheduled Offering.

Click [Request Schedule](#).

APPEL- PROJECT REVIEW PROCESSES & STRATEGIES

Must be registered

- Edit/Update
- Add/Delete Activity Notes
- View Item Details
- Request Schedule**
- Remove Activity

Click [View Offerings](#).

LARC Crucial Conversations

Must be registered

- Edit/Update
- Add/Delete Activity Notes
- View Item Details
- View Offerings**
- Remove Activity

After clicking [View Offerings](#), you will be asked to save your IDP before proceeding to Learner Registration.

## Track Your Progress in the IDP

- To track your progress, go to the My IDPs Workspace screen.
  - You will see that your IDP Status is **Approved**. When you update your progress, your plan will automatically calculate your progress toward your goals.

**My IDPs Workspace**

**Goal Status**

- Complete (0.00%)
- In Progress (0.00%)
- Behind (100.00%)

**IDP Alerts**  
Changes to the IDP(s) require appr...

Select IDP: My IDP (Approved) Edit Display

**Status:** Approved Hide IDP Details

**IDP Type:** Development

**Description:**

**IDP Period:** (Performance Year 2013 (1 Year)) 5/1/2012 to 4/30/2013

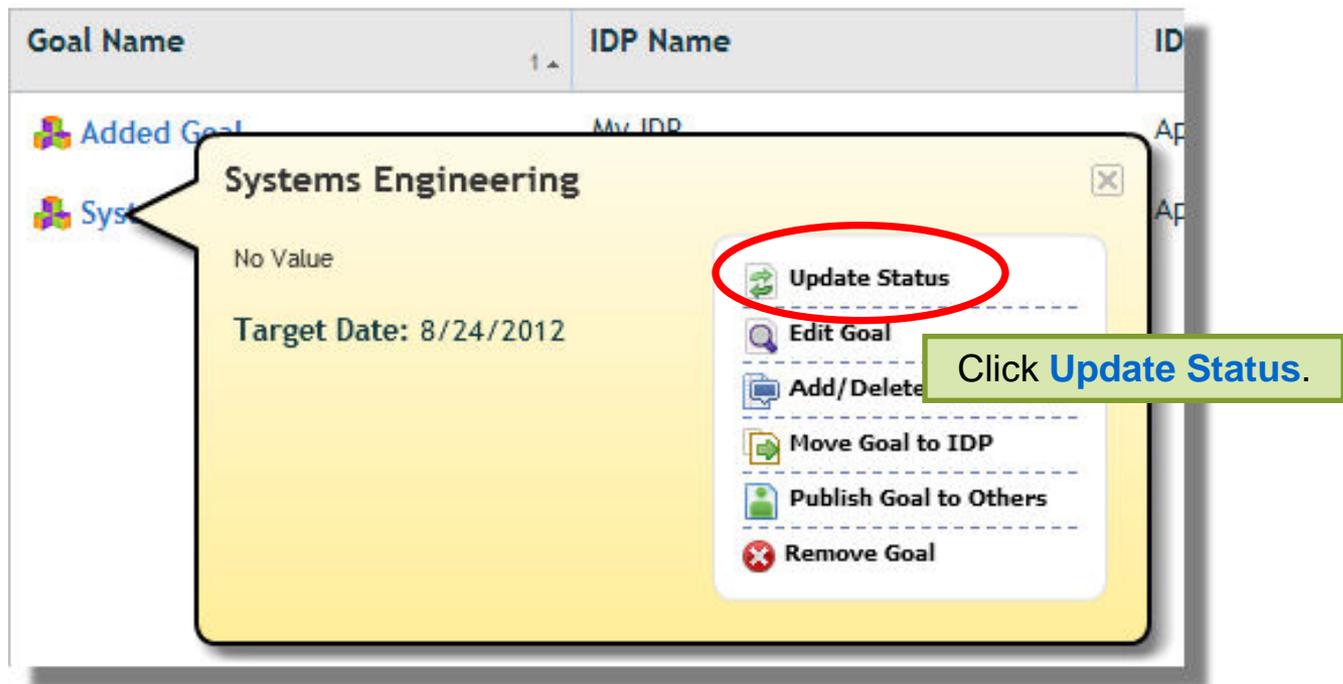
**Edit IDP**

- Add/Edit IDP Notes
- Add Goal
- Print IDP
- View Changes Log
- Expire IDP

Goal Name	IDP Name	IDP Status	Target Date
Added Goal	My IDP	Approved	7/20/2012
Systems Engineering	My IDP	Approved	8/24/2012

## Track Your Progress in the IDP (cont.)

To track progress for **External Activities** or a **Competency-Based Goal** hover your mouse over the **Goal Name** and click **Update Status**



The screenshot displays a table with columns for Goal Name, IDP Name, and ID. A goal card for 'Systems Engineering' is shown, with a context menu open over it. The menu options are: Update Status (circled in red), Edit Goal, Add/Delete, Move Goal to IDP, Publish Goal to Others, and Remove Goal. A green callout box points to the 'Update Status' option with the text 'Click Update Status.'

Goal Name	IDP Name	ID
Added Goal	My IDP	Ap
Systems Engineering		Ap

Systems Engineering  
No Value  
Target Date: 8/24/2012

- Update Status
- Edit Goal
- Add/Delete
- Move Goal to IDP
- Publish Goal to Others
- Remove Goal

Click Update Status.

## Track Your Progress in the IDP (cont.)

- Select the level of progress you've made toward completing your Goal activities: **Not Started**, **In Progress**, or **Completed**.
  - Be sure to save your recorded status by clicking **Save**.

Update Status

Goal Name: Systems Engineering  
Status: No Value  Manually override status

Activity Name	Status
Job Aid Creation	In Progress
Job Aid assistance	Completed
NPR 7123.1A NASA SYSTEMS ENGINEER...	Not Started

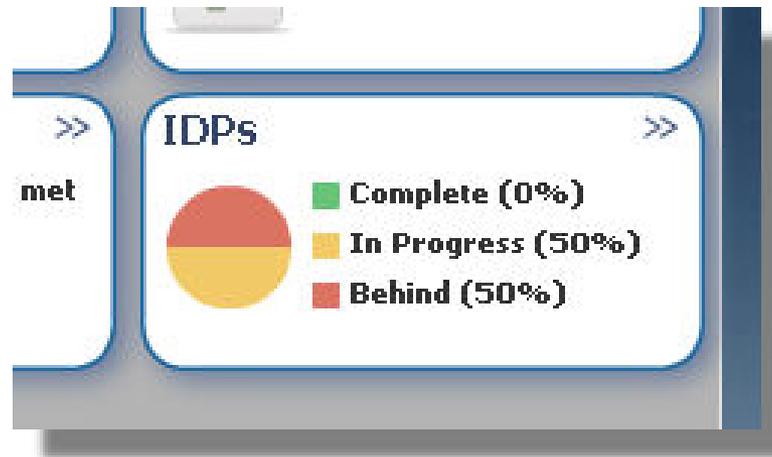
1 Select a level of progress.

2 Click Save.

Save Cancel

## Track Your Progress in the IDP (cont.)

Your progress is shown in the **IDP Pod** on the Learner Tab



## Track Your Progress in the IDP (cont.)

There are two types of activities that you do *not* need to update manually:

1. **Learning Items** in SATERN will automatically record completion.
2. **External Activities** requiring a **SF-182**: if you complete a SF-182 to enroll or register for a development activity, the NSSC will record completion of your activity.

When you complete a catalog item or an activity that requires a SF-182, the activity will automatically be listed in your Learning History.

## Follow Up with Your Supervisor

- It's a good idea to meet with your supervisor about half-way through the year. Your mid-term performance review is an opportunity to do so.
- These meetings provide an opportunity to discuss:
  - Your progress on your development activities.
  - Your satisfaction with the activities.
  - Any mid-year adjustments to your IDP.

## Revise Your IDP

- If mid-course changes are necessary, you can revise your approved IDP by going to the **My IDPs Workspace**:
  - Select the IDP you wish to revise.
  - Hover your mouse over the **Goal Name** you wish to change and click **Edit Goal**.
  - Be sure to click **Save and Close** at the final resulting screen to insure your changes were made properly

The screenshot displays the 'My IDPs Workspace' interface. At the top, there is a 'Goal Status' legend with three categories: Complete (0.00%), In Progress (0.00%), and Behind (100.00%). Below this is a 'Select IDP:' dropdown menu with 'My IDP (Approved)' selected, which is circled in red. A green callout box with the text 'Select your IDP.' points to this dropdown. Below the dropdown, the IDP details are shown: Status: Approved, IDP Type: Development, Description: (empty), and IDP Period: (Performance Year 2013 (1 Year)) 5/1/2012 to 4/30/2013. At the bottom, a table lists goals with columns for Goal Name, IDP Name, and IDP Status. A context menu is open over the first goal, listing actions: Update Status, Edit Goal (circled in red), Add/Delete Goal Notes, Move Goal to IDP, Publish Goal to Others, and Remove Goal. A green callout box with the text 'Click Edit Goal.' points to the 'Edit Goal' option.

**If you revise your IDP, you must resubmit for approval.**

## Prepare for Next Year

- It is never too early to start thinking about the next year.
- Prepare for further development by:
  - Thinking about new goals that build upon the ones you have already set and achieved.
  - Being on the lookout for new learning opportunities.
  - Discussing your ideas with a coach or mentor.
  - Creating a draft IDP for the upcoming year.

## Copy Your Current Goals into a New IDP

- If you would like to build on your current goals in the coming year, you can copy your goals into a new IDP.
  - After creating a new IDP, add a goal using the **Goal Wizard**.

**Add Goal** ✕

My IDP (Development)

Click **Goal Wizard**.

**Goal Wizard** Goal Notes

Goal Name \*

Description

## Copy Your Current Goals Into a New IDP (cont.)

- Choose **Add Goals from Other IDPs** and click **Next**.

**Goal Wizard**

Help

You have chosen to add a goal to your IDP. Specify whether you wish to add a competency-related goal, copy goals from another IDP or you wish to Adopt another Learner's published Goals. If you have a Targeted Job Position, you may choose to directly search for Competency based goals for your targeted Job code. If you wish to cancel adding a goal, close the window.

**My IDP**

IDP Period: PY 2013 - 1 Year  
Expiration Date: 4/30/2013  
Effective Date: 5/1/2012

**Click Next.**

**2**

Next

**Choose Goal Type**

Add Competency Related Goals

**Add Goals from Other IDPs** **1**

**Choose Add Goals from Other IDPs.**

## Copy Your Current Goals into a New IDP (cont.)

- Select the IDP from which you would like to copy Goals by selecting the appropriate radio button in the last column.
- Click [Next](#).

Next Year

IDP Period: PY 2013 - 2 Year  
 Expiration Date: 4/30/2014  
 Effective Date: 5/1/2012

Click [Next](#).

2

Previous  Next

### Select IDP

IDP Name	IDP Period	IDP Status	Effective Date	Expiration Date	Select
My IDP	Performance Year 2013 (1 Year)	Approved	5/1/2012 01:00 AM America/New York	4/30/2013 01:00 AM America/New York	<input type="radio"/>
Jim IDP for 2012		Approved	4/30/2012 01:00 AM America/New York	4/29/2013	<input type="radio"/>

1

Select the appropriate IDPs.

## Copy Your Current Goals into a New IDP (cont.)

- Select the Goals you would like to copy by clicking the appropriate box in the last column.
- Click [Next](#).

Next Year

IDP Period: PY 2013 - 2 Year  
Expiration Date: 4/30/2014  
Effective Date: 5/1/2012

Click [Next](#).

Previous [Next](#)

Select Goals

Select All / Deselect All

Goal Name	Target Date	Target Rating	Select
Added Goal	7/20/2012		<input checked="" type="checkbox"/>
Systems Engineering	8/24/2012	1.00	<input checked="" type="checkbox"/>

Select All / Deselect All

Select the appropriate Goals.



## Copy Your Current Goals into a New IDP (cont.)

- Be sure the **Select to Add** boxes are checked for those Goals you wish to add. You may also check the **Copy Activities** boxes for those Activities you wish to copy.
- Click **Finished**.

Next Year

IDP Period: PY 2013 - 2 Year  
Expiration Date: 4/30/2014  
Effective Date: 5/1/2012

\* = Required Fields

Previous **Finished** Save and Add Another Close

Goal Details Select All / Deselect All

* Goal Name	Target Date (MM/DD/YYYY)	Target Rating (1000)	Copy Activities	Select to Add
Added Goal	06/14/2013		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Systems Engineering	06/14/2013	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>

2 Click **Finished**.

1 **Select to Add** the appropriate goals.

# IDP Overview for Learners

## Summary

## IDP Process Phases



## Summary

- The Individual Development Planning functionality in NASA's SATERN Learning Management System provides a real-time tool to help you manage your development goals and activities.
- As priorities and needs change, you should revisit your IDP; if you do not accomplish everything, it may indicate a change in priorities.
- Communication between you and your supervisor is a beneficial aspect of creating an IDP.
- The IDP tool in SATERN is available 24/7 and is accessible via the Web.
- Support for the IDP in SATERN is available via the NSSC Contact Center and through your Center Training Office.
- Job aids and FAQs can be accessed at <https://saterninfo.nasa.gov>.