UKG PDP Module

Elements of a Plan

View or Edit Plan Details

Click to view or edit the plan goal including a description of what will be accomplished, target completion date, and associated skill or competency.

Plan Progress This bar will track the plan completion. As tasks are added or completed, the progress will update.

3 Add a Task

To add a new task, type the task into the text bar and click "Add Task". When adding tasks, be sure to be specific. Also remember to include a variety of types of tasks to create a well balanced development plan.

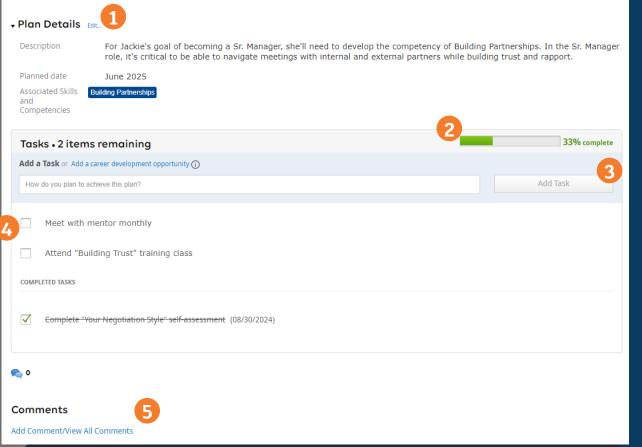
Edit or Complete a Task

To complete a task, check the box next to it. If you need to edit or delete a task, hover over the task and select the appropriate icon.

Add or View Comments

Comments can be added to a plan to help track progress and provide updates. Click here to add or view comments.

Improve ability to build partnerships



Each plan added should be created around one goal and competency that supports the team member's overall development toward a larger goal such as a promotion.