MyPath MassPerform

Employee-Led Development Plan

The Development Plan is an optional component of MassPerform where employees initiate their own development. The following steps will guide you through the process of creating a development plan in MyPath to use for Development Check-in conversations with your manager.

The Development Plan is a tool for perfecting and guiding a high-performing manager's path using a combination of professional growth, skill development, on-the-job training, and suggested coursework.

Note: The Development Plan function works similarly to Expectations and Goal setting, where employees set Development Objectives (expectations for their own development) ***and*** define Development Actions (SMART goals set to achieve development expectations). Employees can create more than one development plan to achieve their development goals.

STEP 1. Sign in to your **MyPath** account at **mass.csod.com**. (Login is your employee ID)

STEP 2. From the MyPath homepage, expand the **Show Navigation Menu** button (the hamburger menu) from the top-right corner. Click the **Performance** menu item to expand the list. And select the **Development Plans** menu item.

STEP 3. Select **Create New Plan** from the **Options** button in the top-right corner.

STEP 4. Select **Apply Template** “MassPerform Development Plan” under **Actions.**

STEP 5. Under **General Information**, enter a Plan Title and Description.

STEP 6. Under **Development Objectives**, click the **Add Objective** button. The Add Development Objective screen will open where you will enter a title for your development objective.

Select the **Add Development Action** button below and describe one of the actionable steps you will take to complete this development objective in the Description textbox. Select the Activity Type, Due Date, and enter your Progress to date (Progress is on a scale of 0-100). Once complete, select the **Done** button. *Repeat this step for each action needed to achieve your objective.*

Select the **Search for Learning** button below to search for and assign specific trainings to your development objectives. Once you identify a training of interest, select **Add to Objective** link. If desired, you can add multiple trainings to meet the development objective. Once you have added all desired trainings, scroll down to the bottom of the page and select the **Return to Objective** button.

If you would like to add another Development Objective, select the **Save and Return to Plan** button and then repeat step 5. Once you have finished adding your Development Objective(s), select **Save and Return to Plan** button**.**

STEP 7. From the **Create a Plan** page, confirm that your Development Objectives appear. Click the pencil icon in the top-right corner of each Objective to edit if necessary.

STEP 8. In the **Assignment** section, select the **Self Only** radio button.

STEP 9. To save this plan and return later, select the **Save as Draft** button. If finished with the plan, click **Submit Plan** button. Your plan will be visible to your manager to support your Development Check-in conversations.

Note: Development Plans cannot be saved without at least one Development Action or Learning assigned to each Development Objective.

STEP 10. Return to your plan to update your progress or to edit/add new Development Objectives, Actions, or Learning as needed.