INDIVIDUAL DEVELOPMENT PLAN (IDP)

An **Individual Development Plan (IDP)** is an important tool for doctoral students to identify goals and objectives. By defining clear goals and expectations, doctoral students can develop disciplinary and professional skills to help them reach their professional and personal goals. It also helps establish strong lines of communication with their advisor, facilitating support for articulated academic and professional development, and facilitates career exploration!

Use the University at Buffalo Graduate School's fillable IDP template to create your goals. This IDP should go beyond a checklist of degree requirements, and instead should be a roadmap for your professional and academic development.

It is expected that you use this IDP throughout your graduate experience with the assistance of your advisor/faculty mentor. Remember to use this IDP as a guide. You do not have to write a goal for each category, or have three goals for each.

After you have completed an IDP and created your goals, you can develop your skills by participating in professional development programming supported by the Graduate School. Graduate Professional Development has compiled several resources to build your skillset in eight key areas: research and research impacts, teaching and mentoring, communication, career management, leadership, entrepreneurship and innovation, wellness and life balance, and equity and inclusion.

Explore them all at buffalo.edu/grad/beyond/professional-development/phd-gpd.html.

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INDIVIDUAL DEVELOPMENT PLAN (IDP)

Student Name: _____

UB Person Number: _____

Student Email: _____

Advisor/Mentor: _____

Director of Graduate Studies (DGS): _____

Date IDP Created: _____

Date IDP Updated (if applicable): _____

Career Management & Self-Development

(Goals related to career exploration strategies, job search strategies, CV writing, converting your CV to a resume, resume writing, alumni networking and career panels.)

Goals for Upcoming Year	Actions	Resources	Timeline	Notes
Goal 1				
Goal 2				
Goal 3				

Accomplishments/Self-Evaluation of Progress

Use this section to keep track of accomplishments and experiences you made towards reaching your goals.

Communication

(Goals related to writing, publishing, presentation skills, communicating your research and dissertation.)

Goals for Upcoming Year	Actions	Resources	Timeline	Notes
Goal 1				
Goal 2				
Goal 3				

Accomplishments/Self-Evaluation of Progress

Use this section to keep track of accomplishments and experiences you made towards reaching your goals.

Entrepreneurship & Innovation

(Goals related to entrepreneurship, intrapreneurship and innovation.)

Goals for Upcoming Year	Actions	Resources	Timeline	Notes
Goal 1				
Goal 2				
Goal 3				

Accomplishments/Self-Evaluation of Progress

Use this section to keep track of accomplishments and experiences you made towards reaching your goals.

Equity & Inclusion

(Goals related to diversity statements, DEI training, etc.)

Goals for Upcoming Year	Actions	Resources	Timeline	Notes
Goal 1				
Goal 2				
Goal 3				

Accomplishments/Self-Evaluation of Progress

Use this section to keep track of accomplishments and experiences you made towards reaching your goals.

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Leadership

(Goals related to team building, supervising, lab/group management and conflict resolution.)

Goals for Upcoming Year	Actions	Resources	Timeline	Notes
Goal 1				
Goal 2				
Goal 3				

Accomplishments/Self-Evaluation of Progress

Use this section to keep track of accomplishments and experiences you made towards reaching your goals.

Research & Research Impacts

(Goals related to grant writing, fellowships, study design and research ethics.)

Goals for Upcoming Year	Actions	Resources	Timeline	Notes
Goal 1				
Goal 2				
Goal 3				

Accomplishments/Self-Evaluation of Progress

Use this section to keep track of accomplishments and experiences you made towards reaching your goals.

Teaching & Mentoring

(Goals related to developing mentoring skills, teaching skill development, effective teaching for academic careers, etc.)

Goals for Upcoming Year	Actions	Resources	Timeline	Notes
Goal 1				
Goal 2				
Goal 3				

Accomplishments/Self-Evaluation of Progress

Use this section to keep track of accomplishments and experiences you made towards reaching your goals.

Wellness & Life Balance

(Goals related to conflict management, stress management, financial management, time management, productivity, etc.)

Goals for Upcoming Year	Actions	Resources	Timeline	Notes
Goal 1				
Goal 2				
Goal 3				

Accomplishments/Self-Evaluation of Progress

Use this section to keep track of accomplishments and experiences you made towards reaching your goals.

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Additional Goals

Use this section to add any academic or professional goals that weren't included in any of the categories listed previously.

Goals for Upcoming Year	Actions	Resources	Timeline	Notes
Goal 1				
Goal 2				
Goal 3				

Accomplishments/Self-Evaluation of Progress

Use this section to keep track of accomplishments and experiences you made towards reaching your goals.

Evaluation of Progress

At the conclusion of the academic year, you should discuss your progress toward your goals with your mentor. Your mentor should provide an evaluation and suggestions for improvement.