**5-Year Employee Development Plan
Template Example**

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| Employee | Diana Kennedy |
| Department | Operations |
| Job Title | Project Manager |
| Manager / Supervisor | Everett Crosse |

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| **Plan Start Date** |   |   |
| **MM/DD/YY** |
| **Next Review Date** |  |
| **MM/DD/YY** |

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| **5-Year Goals (SMART)** |   |   |   |
| Year | SMART Goal | Key Milestones | Target Completion |
| **20XX** | Strengthen project management and organizational skills | Complete PMP certification, lead two key projects | Q1 20XX |
| **20XX** | Improve cross-functional collaboration and leadership abilities | Successfully manage a department-wide initiative, mentor a junior team member | Q3 20XX |
| **20XX** | Develop expertise in process improvement and operational efficiency | Implement a workflow automation system, reduce project completion time by 15% | Q2 20XX |
| **20XX** | Expand strategic thinking and decision-making capabilities | Lead an executive-level project, participate in leadership training | Q1 20XX |
| **20XX** | Prepare for a senior leadership role in operations | Take on a high-visibility corporate initiative, complete executive leadership program | Q1 20XX |

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| **Strengths and Development Areas** |  |  |
| Category | Description |
| **Key Strengths** | Strong project planning, problem-solving, and team leadership |
| **Areas for Development** | Advanced data analytics, strategic thinking, financial forecasting |
| **Learning Style** | Hands-on project work, structured training programs, mentorship |
| **Work Challenges** | Managing competing deadlines, optimizing cross-functional communication |

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| **Skills and Competency Development** |  |  |
| Skill Category | Current Level | Target Level (By Year 5) | Learning Resource |
| **Project Management** | Proficient | Expert | PMP certification, Agile methodologies |
| **Leadership and Team Management** | Developing | Advanced | Leadership coaching, mentorship program |
| **Data Analytics and Reporting** | Basic | Intermediate | Business intelligence software training |
| **Strategic Planning** | Limited | Proficient | Executive leadership courses |

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| **Training, Education, and Certification Costs** |  |
| Category | Description | Estimated Cost |
| **Company-Sponsored Training** | Leadership Development Program | $1,500.00 |
| **Certifications** | PMP Certification | $800.00 |
| **Higher Education Programs** | Executive Management Course | $2,500.00 |
| **Conferences and Industry Events** | Annual Project Management Summit | $1,200.00 |
| **Technology and Tools** | Data visualization software training | $600.00 |

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| **5-Year Action Plan** |  |  |  |  |  |  |
| Development Action | 20XX | 20XX | 20XX | 20XX | 20XX | Owner | Status |
| **PMP Certification** | **X** |  |  |  |  | Employee | In Progress |
| **Mentor a Team Member** |  | **X** |  |  |  | Employee | Not Started |
| **Implement Automation** |  |  | **X** |  |  | Employee | Not Started |
| **Leadership Training** |  |  |  | **X** |  | Employee | Scheduled |
| **Lead Corporate Initiative** |  |  |  |  | **X** | Employee | Pending |

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| **Success Metrics and Evaluation** |
| Metric | Description | Measurement |  |  |
| **Leadership Growth** | Improvement in team management and delegation | 360-degree feedback, manager review |  |  |
| **Process Efficiency** | Reduction in project delays and cost overruns | Project tracking reports |  |  |
| **Certification Completion** | Achievement of industry-recognized certifications | Certificate acquisition, exam results |  |  |
| **Career Progression** | Promotion readiness, increased responsibilities | Manager evaluations, role expansion |  |  |
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| **Career Advancement Strategy** |
| Category | Description | Action Steps | Target Completion Date |
| **Target Role** | Senior Project Manager | Develop strategic leadership and advanced analytics skills | 24 months |
| **Required Competencies** | Strong financial acumen, decision-making, stakeholder management | Enroll in financial planning course, take on a high-level project | 18 months |
| **Professional Networking** | Expand internal and external connections in the industry | Attend three industry conferences, join leadership forums | Ongoing |
| **Stretch Assignments** | Take on initiatives beyond core job function | Lead a cross-departmental project, shadow senior executives | 12 months |

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| **Self-Assessment and Feedback** |
| Category | Employee Reflection | Manager Feedback |  |  |
| **Key Strengths Growth** | Excels in project execution and motivates team members | Reliable and detail-oriented leader |  |  |
| **Areas for Growth** | Needs to improve strategic vision, financial planning | Should focus on developing a long-term operational strategy |  |  |
| **Career Aspirations** | Wants to move into a senior management role | Well-positioned for leadership with continued development |  |  |
| **Future Development Focus** | Strategic thinking, stakeholder engagement | Gain exposure to executive-level projects |  |  |
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| **Review and Acknowledgement** |  |  |  |  |  |
| Reviewed By | Name | Date |  |  |
| Employee | Diana Kennedy | MM/DD/YY |  |  |
| Manager / Supervisor | Everett Crosse | MM/DD/YY |  |  |

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