Step by step guide: Develop app in power apps for all employees, with data confidentially stored in sharepoint sites, in word document per employee per cycle (1 year), accessible from a teams channel:

* A personal development plan per employee
* Exchanged between leader and employee
* As a tool for reflection and growth (employee)
* As a tool to monitor growth and provide feedback (leader)
* Focus areas
  1. Task and performance goals
  2. Technical skills
  3. Behavioral competences
  4. Talent or career development
  5. Reflection on wellbeing and stress experienced in current role
* Focus area 1-3: Multiple goals per section are possible
* Goals/objectives should be written in a SMART way
  + Pop-up with examples or AI assistant writing objectives in SMART way by answering questions
* Focus area 1-3: additional to each goal a section on HOW to realize that goal.
  + Pop-up with questions guiding to come to a comprehensive learning journey
* Focus area 1 -3: additional to each goal a section on HOW will you learn
  + Pop-up with questions or examples on how you will learn. (e.g. coaching sessions, online tutorials, workshop participations, …)
* Focus area 4 is optional, possibility to communicate on ambitions of the employee, explore talents that can be beneficial for the organization
* Focus area 5: indicator with a score, scale 1 – 10 whereas 1 is no stress and 10 is a lot of stress
  + Possibility to describe how stress is experienced (physically and mentally)
  + What is being done to deal with stress
  + Actions to undertake to reduce stress

The app has a start screen and registers the user automatically, some users have leader privileges. On the start screen:

1. Button with: start new PDP
2. Button with having goal conversation
3. Button with having follow-up preparation
4. Button with follow-up conversation
5. Button with wrap-up preparation
6. Button with wrap-up conversation
7. Button with: consult active PDP

Each button navigates to a new screen

Button 7: consult active PDP

* As employee you can only consult your own PDP
* As a leader you get overview of all your employees and can navigate to each individual PDP
* A button available to generate pdf of each document

Automations needed:

* Track progress of each employee
* Generate email when deadlines are passed
  + Goal conversation
  + Follow-up 1
  + Follow-up 2
  + Wrap-up
* Informs employees of the next step in the PDP process with option to put in outlook calendar with 1 week ahead notice
* Inform leader when update is made by employee
* Collect training needs across all PDP and fill in training register