

Individual Development Plan (IDP)

Name Tahira Murphy

Time Period Covered FY 2021

DEVELOPMENTAL GOALS	RELATIONSHIP OF GOALS TO OFFICE MISSION	SKILLS DEVELOPED	DEVELOPMENTAL ACTIVITIES	DEADLINE	RESOURCES	ACHIEVEMENT REVIEW	DATE COMPLETED
Personal Goals for the next year:	My goals have organizational and personal relevance because:	My goals involve developing the following competencies:	Developmental activities I will pursue:	Target dates for goal completion:	Resources I will need:	This is how I will measure my progress:	This is the date I achieved my goal:
Goal 1: Enhance my knowledge and skills in the COR/COTR.	My goal is to provide assistance and backup for contract management & oversight and technical direction	Strategic Thinking Problem Solving Decisiveness Influencing/ Negotiating Partnering	- Training courses identified in the Commerce Acquisition Manual - On-the-job training	September 30, 2021	Funding Mgmt Support	Successful completion of training courses	
Goal 2: Enhance my knowledge and skills in IT and Digital Privacy.	My goals will enhance my current knowledge, skills, and abilities to ensure effective implementation of IT and Digital privacy-related procedures and tasks with the Department's website, as well as reviewing and	Strategic Thinking Problem Solving Decisiveness Influencing/ Negotiating Partnering	- Training courses - Special projects/teams - Researching and training on Department of Commerce chosen website platform in order to convert OPOG's website	September 30, 2021	Funding Mgmt Support	Feedback from supervisor, co-workers, and Bureau Chief Privacy Officers Successful completion of training courses	

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	ensuring that BOUs' websites are compliant as well.						
Goal 3: Enhance my knowledge and skills in Privacy Program, including policy, guidance and procedures.	My goals will enhance my current knowledge, skills, and abilities to ensure the implementation of privacy policies, procedures, and guidance across the bureaus within the Department.	Strategic Thinking Problem Solving Decisiveness Influencing/ Negotiating Partnering	• On-the-job training • IAPP Certification Foundation Training (CIPP/US) • Special projects/teams • Privacy training courses in CLC • eRuling Training • Federal Registry training • Privacy Act/SORN	September 30, 2021	Funding Mgmt Support	Feedback from supervisor, co-workers, and Bureau Chief Privacy Officers Successful completion of training courses	

Tahira Murphy
Digitally signed by Tahira Murphy
 Date: 2020.11.24 13:24:41 -0500

Signature (Employee)

11/24/2020

Date

Signature (Supervisor)

Date