OCR Level 2 ITQ 2009
Unit 94: Developing Personal and Team Effectiveness Using IT (DPE)
Level 2 (Credit Value 4)

Action Plan

Review

Strengths	Evidence

Weaknesses	Evidence

Example Short Term Targets

Goal	Action Points	Target/Review Date	Evidence
To have my own transport and pass driving test	1. To apply for provisional licence 2. To book lessons 3. To buy theory book and learn theory 4. To sit theory test 5. To pass driving test 6. To buy a car 7. To buy insurance	1 month 2 months 1 month 3 months 6 months 6 months 6 months	Provisional Licence

Short Term Targets

Goal	Action Points	Target/Review Date	Evidence

Long Term Targets

Goal	Action Points	Target Date	Evidence	Review Dates