Creating your own Professional Action Plan (PAP)

Definition & Aims

A Professional Action Plan (PAP) is a document which inspires you - before and after graduation - to keep working towards your desired professional future.

Your plan should:

- Summarise all actions necessary to achieve your short & longer-term professional goals.
- Provide clear direction – how you will achieve each step, and by when.
- Be meaningful to you – i.e you feel motivated regularly to review, then update it.

Selecting an appropriate tool to use

As there’s no single way of designing an action plan, you’re free to use any method to create your own plan with – e.g. a Word document, your favourite project management or other tool.

If you don’t currently have a preferred medium this is an opportunity to:

- search online
- ask your network for recommendations.

How to draft your PAP

Your plan should identify:

1. **Which** target actions you have decided upon.
2. **How** you plan to address each area of need.
3. **Relative priorities**.

Link to other useful documents

If you have completed a My Professional Readiness (MPR) form, an Action plan tool via nationalcareersservice.direct.gov.uk &/or a workbook via pwc.com/us/en/careers/campus your PAP should include all:

- Gaps identified which need further development
- Current strengths which would benefit from further strengthening.

Checklist for drafting your PAP

An effective plan would typically be:

- **Logically structured**: Sections within the plan are clearly labelled
- Relevant headings can be selected from the UTS:CAREERS DROP-IN Part ① menu of needs.
- **Comprehensive**: Plan includes numerous separate actions
- Together, these address all your longer & shorter-term professional goals.
- **Specific**: Each individual action must be clear to anyone you share your plan with.
- **Networked**: Intention to approach people in your personal & professional networks for contacts.
- **Time-framed**: A realistic target date is allocated to every action.
- **Saved**: Somewhere you can easily retrieve & review your plan!