1. DEVELOPMENT AREA: What specifically is your need? Why do you have this need now? How will your academic career benefit from fulfilling this need? How will your project benefit from this need?

Examples might include an evaluation of your research needs in terms of funding, space, new directions, completing projects, initiating new projects describing an existing collaboration or developing a new collaboration. Focusing on specific project or developing a new broader interest.

2. EXPECTED OUTCOMES: What do you expect to do this year? How will you know if this mentoring relationship helped you accomplish your outcomes? How will progress on your outcomes be measured? By whom?

Examples might include courses completed or abstracts / manuscripts completed. Other examples might be specific technical skills acquired, demonstrated and repeated. You might consider becoming part of a new group of investigators, submitting a protocol or applying for a grant.

3. ACTIONS: How will you gain the experience you are looking for to help you be successful? Chose an action that will impact on four learning options and specify due dates and record the dates when completed.

4. CHALLENGES, DEPENDENCIES AND SUPPORT: What challenges or obstacles must you address? What steps might you consider to overcome them? Is there anything or anyone that will influence your project's completion? Where can you find feedback, support and resources?

Example might include a tendency to procrastinate and the need to commit to the project. Might need to inform your peers and supervisor and your commitment and be accountable. No travel support is another example.

5. PROGRESS REVIEW: What progress has been made on your project? What have you learned so far? What has changed and should your development plan be fine tuned? Each 3 months record progress to date.

6. MENTOR'S SIX MONTH SUMMARY DEVELOPMENT COMMENTS

7. DEVELOPMENT ACTIONS TO TAKE FORWARD