

MEMO

TO:	Dr. Sonja L Andrus
FROM:	Kimberly Heuerman
DATE:	2/16/2019
SUBJECT:	PLP

Personalized Learning Plan Proposal

What

For my personalized learning plan, I propose to focus on the four main types of writings outlined by my interviewee. Those four include professional emails, meeting notes, business requirements and procedures/process flows.

I will compose professional emails to colleagues that showcase my understanding of the business in a succinct and informative manner. I will compose emails that contain inquiries regarding the business and how it pertains to tasks I am involved in. These emails will be well written and thorough without being overly long and wordy.

I will take professional meeting notes during the meetings I attend in the coming weeks. The meeting notes will include what was discussed, the decisions that were made, the next steps that need to be completed and the owners of those next steps. The notes will also include next step deadlines.

I will create business requirements for an upcoming project. The business requirements will include the business needs and objects that will need to be delivered by the product. The requirements will be professionally written with clearly defined objectives, assumptions and proposals.

I will create a procedure and a process flow for an existing process. The procedures will be clearly defined with easy to follow steps and corresponding images (if necessary) to go along with each step. The procedures will be written so that anybody can complete the process. In addition to the procedures there will be a corresponding process flow to give the user a visual of the corresponding procedure.

Why

Each of the writings outlined above are writings and texts required for the position I would like to aspire to. Emails are needed to communicate with colleagues. Meeting notes are required to keep meetings organized and to capture decision items and next steps in relation to business decisions and system changes. Business requirements are needed to capture the needs of the business and to set expectations. These will be used to design the systems being created and will be utilized to request funding. Procedures and process flows are used by those who will be operating within the system. They will use these documents to train on the system and as a guideline.

When

February 24th

Start gathering and writing professional emails both informative and inquiry

March 3rd

Continue gathering professional emails. Start taking meeting notes

March 10th

Continue taking meeting notes and start the process of writing business requirements

March 17th

Write and refine business requirements

March 24th

Start writing a procedure

March 31st

Finalize procedures and compose subsequent process flow

April 7th

Final review of PLP. Ensure all documents are gathered and reach the page requirements