

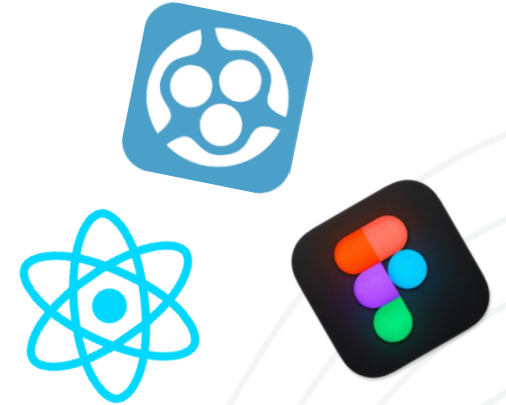
# c11.6 | Release Notes

updated: 29 November 2024



# What to EXPECT on the next release

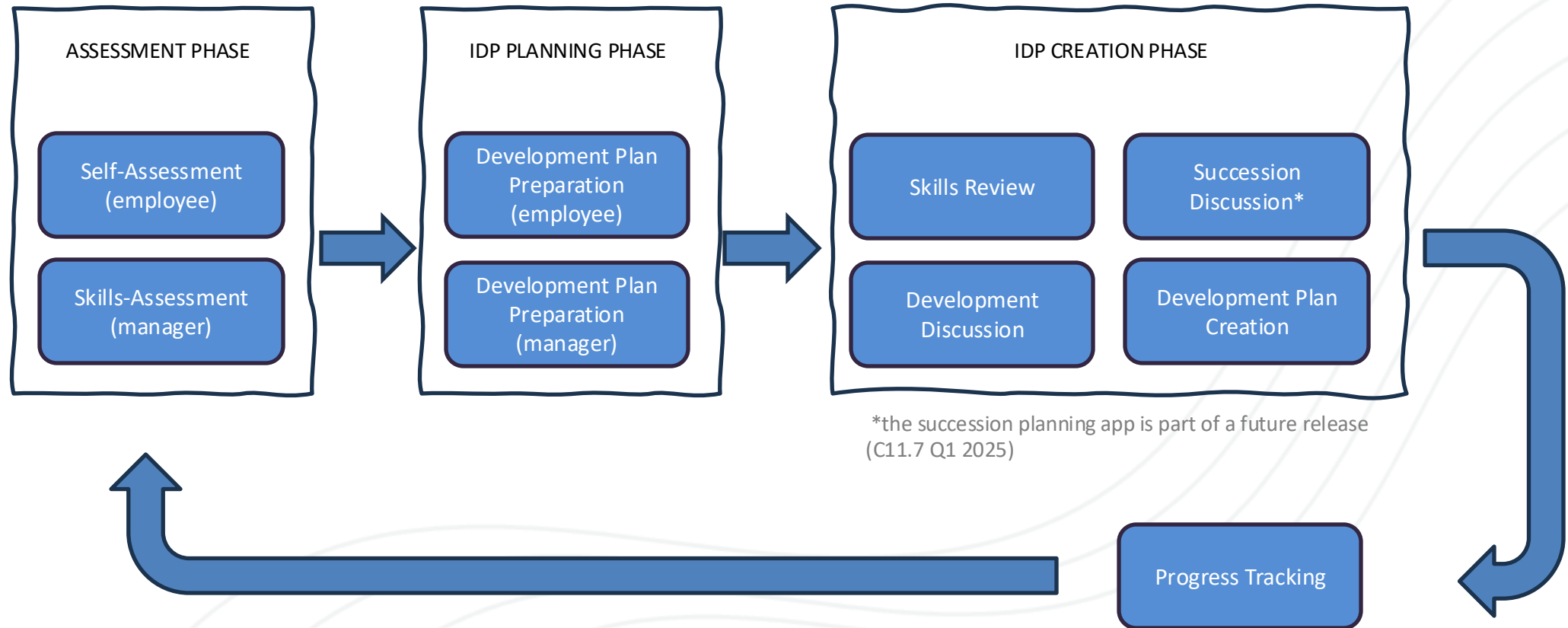
- **INDIVIDUAL DEVELOPMENT PLAN (IDP-2)**
- **NOTIFICATIONS**
- **PORTFOLIO PRINT**



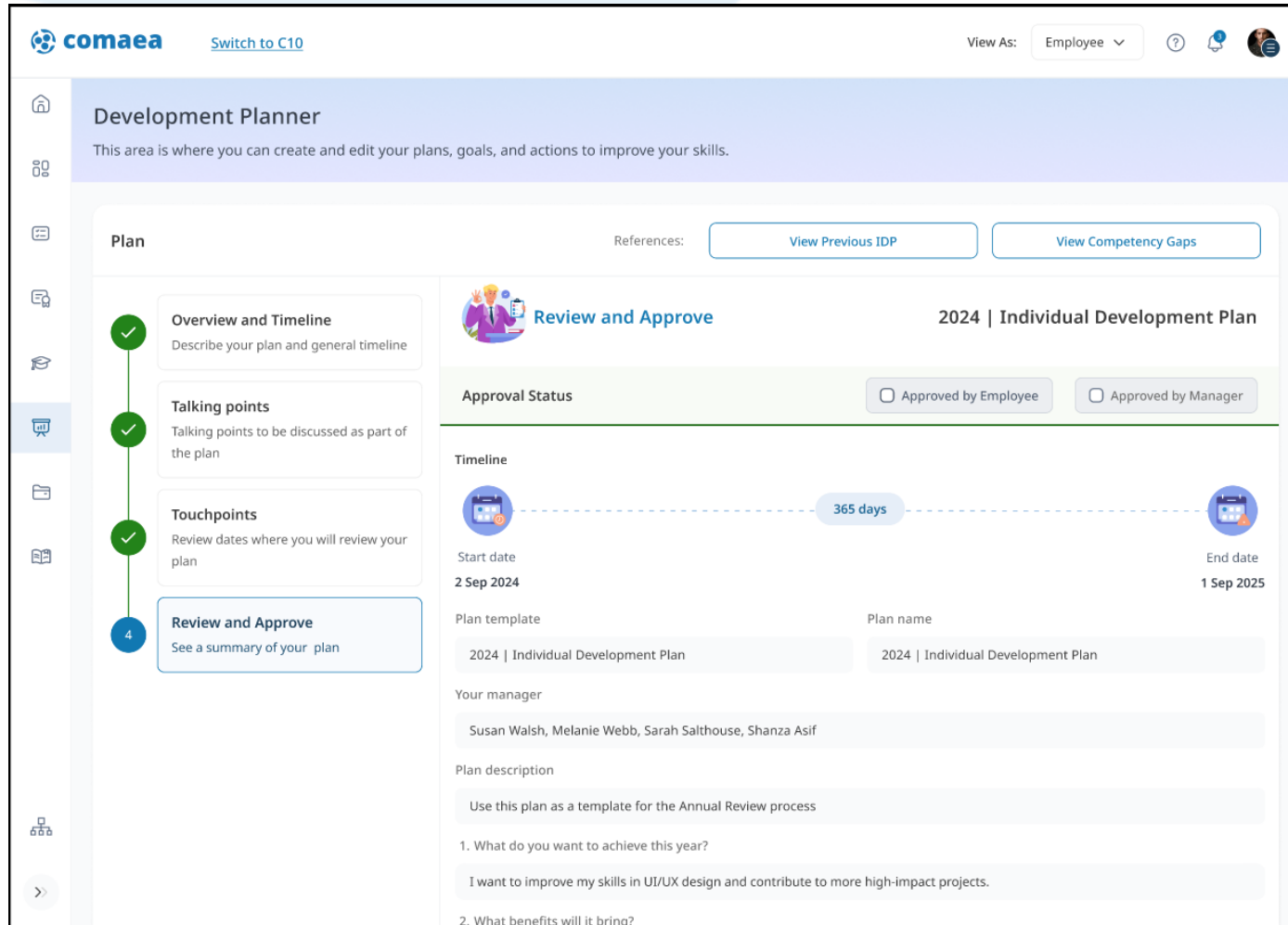
- 01 | individual development plan (IDP)
- 02 | cv
- 03 | employee accreditation
- 04 | employee and manager home
- 05 | accreditator dashboard
- 06 | accreditation reporting

# 01 | individual development plan (IDP)

# IDP process overview



# Individual development plan | creating new plan



The screenshot displays the 'Development Planner' interface. At the top, there's a navigation bar with the Comaea logo, a 'Switch to C10' link, and a 'View As: Employee' dropdown. Below this is a header for 'Development Planner' with a sub-header: 'This area is where you can create and edit your plans, goals, and actions to improve your skills.' The main content area is titled 'Plan' and includes two buttons: 'View Previous IDP' and 'View Competency Gaps'. A vertical sidebar on the left shows a progress indicator with four steps: 'Overview and Timeline', 'Talking points', 'Touchpoints', and 'Review and Approve' (the current step, marked with a '4'). The 'Review and Approve' section is titled '2024 | Individual Development Plan' and contains an 'Approval Status' section with two checkboxes: 'Approved by Employee' and 'Approved by Manager'. Below this is a 'Timeline' section showing a 365-day period from '2 Sep 2024' to '1 Sep 2025'. Further down, there are fields for 'Plan template' and 'Plan name', both containing '2024 | Individual Development Plan'. A 'Your manager' field lists 'Susan Walsh, Melanie Webb, Sarah Salthouse, Shanza Asif'. The 'Plan description' field contains 'Use this plan as a template for the Annual Review process'. Below this are two numbered questions: '1. What do you want to achieve this year?' with the answer 'I want to improve my skills in UI/UX design and contribute to more high-impact projects.', and '2. What benefits will it bring?'.

- View your existing plans (all c10 plans will be visible in new interface)
- Create new plans using our new plan wizard
- Set up timeline for plan, number of touchpoints

# Individual development plan | monthly filled view

The screenshot displays the 'Development Planner' interface. At the top, it shows the Comaea logo, a 'Switch to C10' link, and a 'View As: Employee' dropdown. The main header area includes a 'Development Planner' title, a subtitle 'This area is where you can create your plans, goals, and actions to improve your skills.', and a '+ Create a new plan' button. Below this, a navigation bar shows the current plan: '2024 | Individual Development Plan', with a 'View Other Development' dropdown and a date range 'SEP 2024 - AUG 2025'. The main content area is a Gantt chart with a monthly grid from September 2024 to August 2025. A vertical red line indicates the current date is in February 2025. The chart shows various tasks as horizontal bars with progress indicators. On the left, a list of 'Plan Items' is visible, including touchpoints like 'Kickoff Meeting', 'Mid Point Review', and 'End Point Review', as well as action items like 'Create Team Leadership Lunch and Learn Sessions' and 'Review and adapt our Portfolio Dashboard Reports'.

- New Gantt view easily see goals and actions on an interactive timeline
- All previously created goals and actions created in C10 will show in new interface
- Create and Edit Goals using templates
- Create and Edit Actions using templates
- Track and monitor progress with new touchpoints (use pre-set or ad-hoc touchpoints and as many as you need)

# Individual development plan | adding goals & actions

### Goal

2024 | Individual Development Plan

Goals Details | Competency Gaps

Approval Status

Start Date: 3 Sep 2024 | End Date: 14 Feb 2025

Goal name: Create Team Leadership Lunch and Learn Sessions

Goal Template: Improve Personal Capability and Team Capacity

Goal description: Ensure our project delivery professionals have the right skills and tools to deliver and comply with the mandatory PD Standards. Also reduce the resourcing gaps in the assignment of our project delivery professionals and in our central teams.

Describe Agreed Objective below: Ensure our project delivery professionals have the right skills and tools to deliver and comply with the mandatory PD Standards. Also reduce the resourcing gaps in the assignment of our project delivery professionals and in our central teams.

Save Goal

### Action

2024 | Individual Development Plan

Action Details | Competency Gaps

Approval Status

Start Date: 29 Sep 2024 | End Date: 29 Nov 2024

Action name: Carry out a review with the Team Leaders

Action Type: Development Action

Action description: Use this action card to describe any training or development actions that you will undertake.

Training or Development Action: Carry out a review with the Team Leaders to determine training needs

Responsible: Sample

Time in days: 0 | Cost: 0

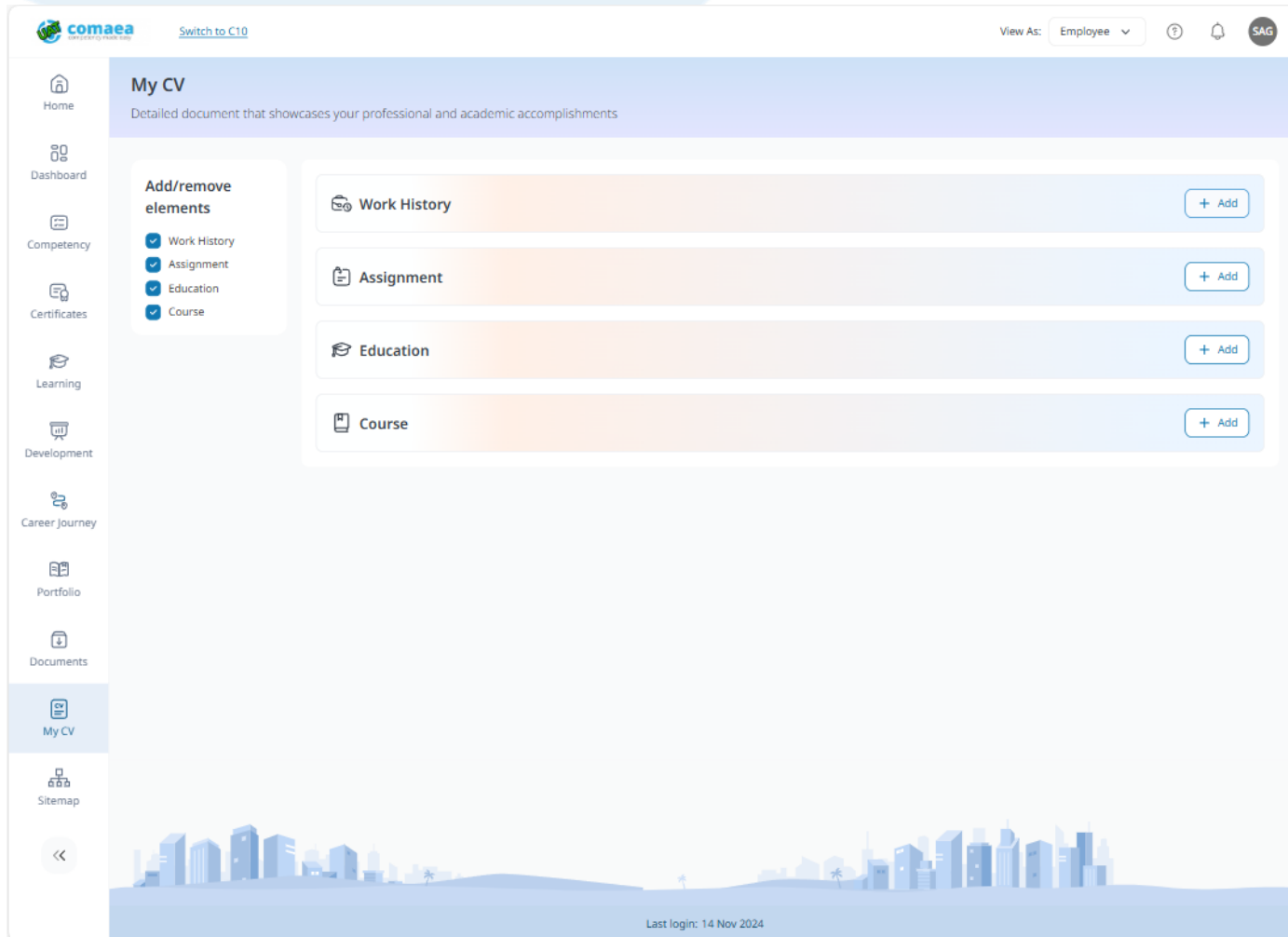
Save Action

- Create and Edit Goals using templates
- Create and Edit Actions using templates



# 02 | cv

# My CV | Main view



comaea Switch to C10 View As: Employee SAG

## My CV

Detailed document that showcases your professional and academic accomplishments

**Add/remove elements**

- Work History
- Assignment
- Education
- Course

**Work History** + Add

**Assignment** + Add

**Education** + Add





**Course** + Add

Last login: 14 Nov 2024

- View and Edit existing CV information add in C10
- Add new Assignments, Education, Courses and Work History

# 03 | employee accreditation

# employee | accreditation

 [Switch to C10](#) View As: Employee   

### Competency Summary

Explore a detailed breakdown of your skills, proficiency levels, and areas for development.  
[click here to see your full list of competency](#)

### Accreditation

**PD Accreditation | Overall Accreditation Level**  
PD || Accreditation - Calculation and Approval

[<](#) [more](#) [>](#) ...

### Competencies

Search for competencies... [Expand](#) [Sort](#) [Filter](#) [Column](#)

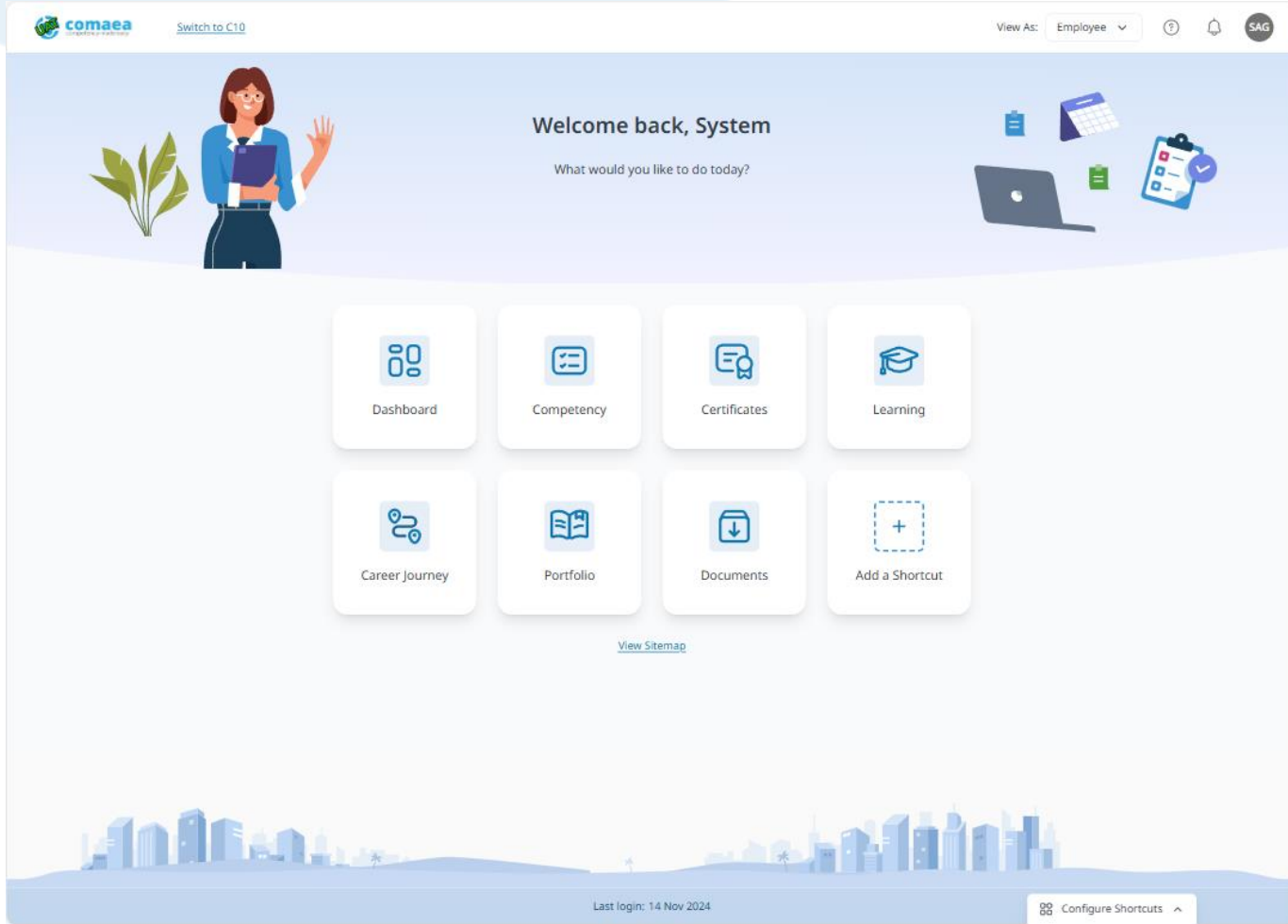
^ Accreditation Level				
Competency	Calculated Grade	Approver Level	Approver Updated	Actions
PD Accreditation   Overall Grade <span style="float: right;">?</span>	<b>F P SP MP</b>	<b>F P SP MP</b>	14 June 2024	<a href="#">Comment</a> <a href="#">Document</a> <a href="#">Certificate</a>

Last seen 20 Mar 2024,12:04 am

- Accreditation Calculated Grade

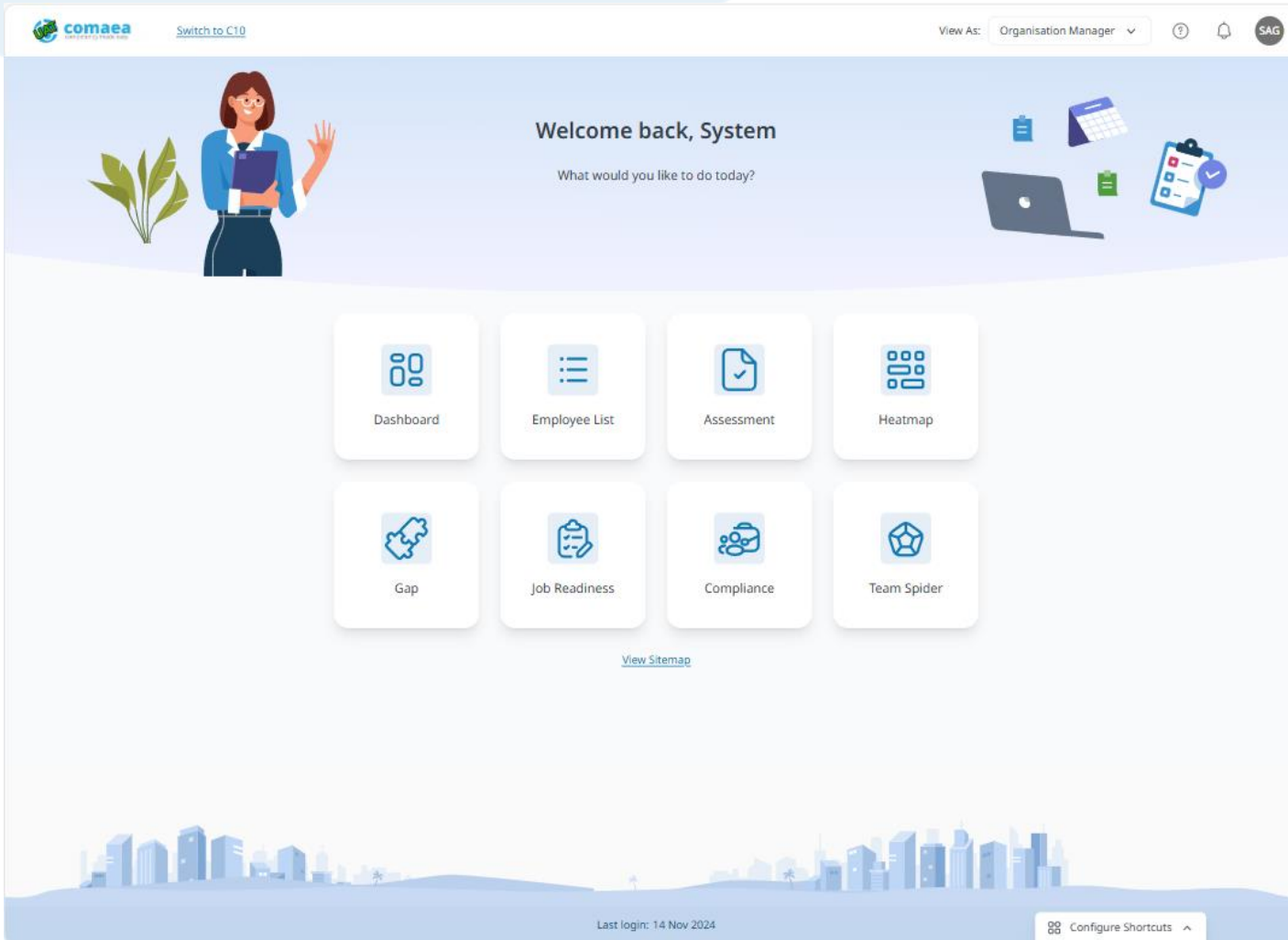
# 04 | employee and manager home

# employee | home



- Add a shortcut and configure shortcut

# manager | home

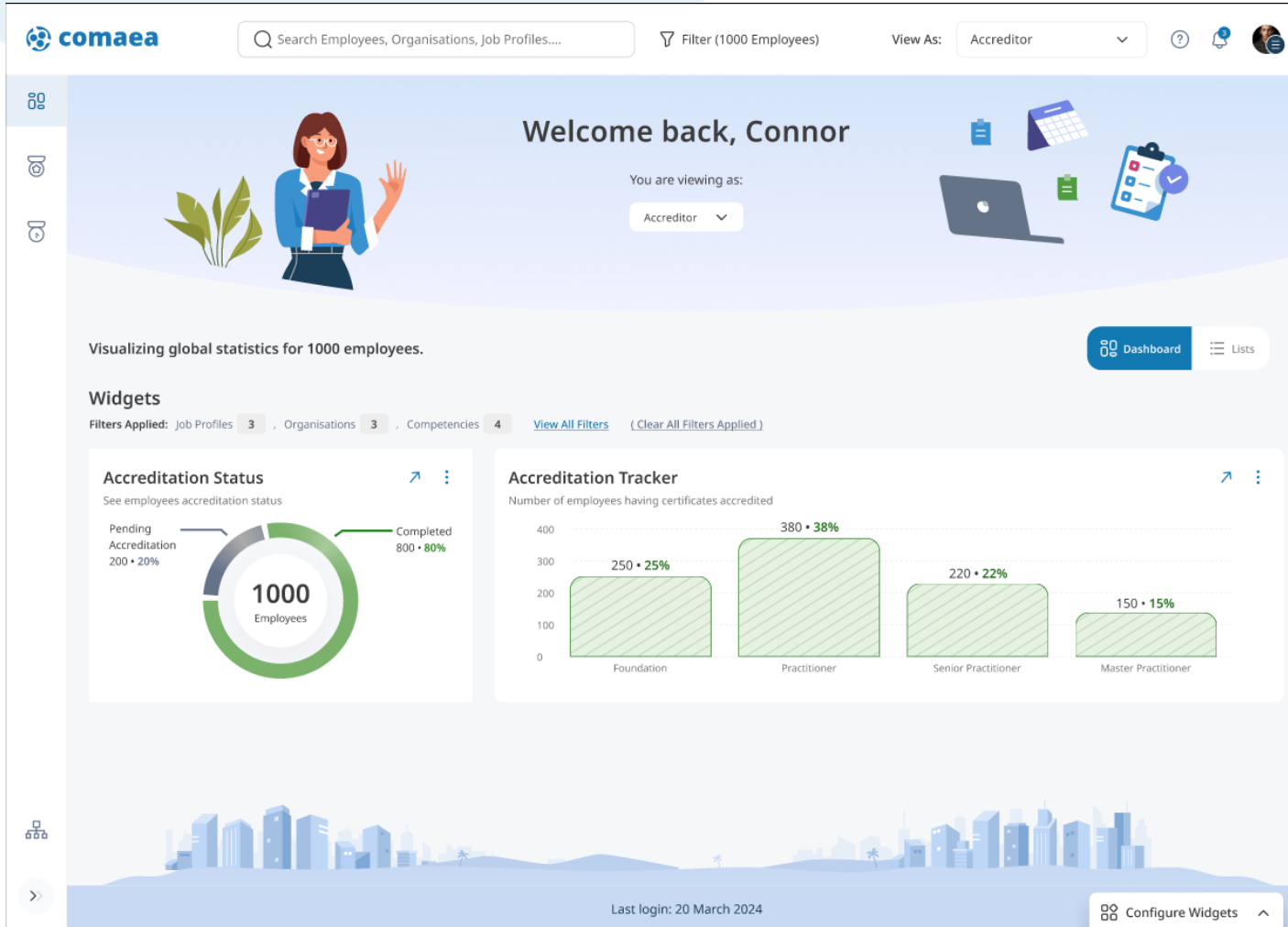


- Add a shortcut and configure shortcut

# 05 | accreditor view



# accreditor | dashboard



- Add text

# 06 | accreditation reports

# accreditor | accreditation status

**comaea**  Filter (1500 Employees) View As: Accreditor

**Accreditation Status**  
See employees accreditation status  
Filter applied: GORS, Major Projects, Completed Assessment [Open Filter](#)

**Overall Accreditation Status**  
200 800  
Pending Accreditation Completed [Show all](#)

**Employee list**  
This is a list of all employees

1 of 12 pages

Accreditation Status	Employee	Current PDA	Unit
Completed	Anne-Marie Mitchell	Foundation (F)	IT Department
Completed	Aquinas User	Practitioner (P)	IT Department
Completed	Bens Robert	Senior Practitioner (SP)	Finance Department
Pending Accreditation <a href="#">Click to Approve</a>	Beyonce Hadid	----	Finance Department
Pending Accreditation <a href="#">Click to Approve</a>	Curtis Bryan	----	Finance Department
Completed	Euan Gillespie	Master Practitioner (MP)	User Research
Completed	Jane Hall	Practitioner (P)	User Research
Pending Accreditation <a href="#">Click to Approve</a>	Karenjane Cantiveros	----	IT Department
Completed	Marc Roberts	Practitioner (P)	Risk Management

- Add text

# accreditor | accreditation tracker

**comaea** Search Employees, Organisations, Job Profiles... Filter (1500 Employees) View As: Accreditor

## Accreditation Tracker

How many employees have accreditation  
Filter applied: GORS, Major Projects, Completed Assessment [Open Filter](#)

Level	Count	Percentage
Foundation	250	25%
Practitioner	380	38%
Senior Practitioner	220	22%
Master Practitioner	150	15%

### Employee list

This is a list of all employees

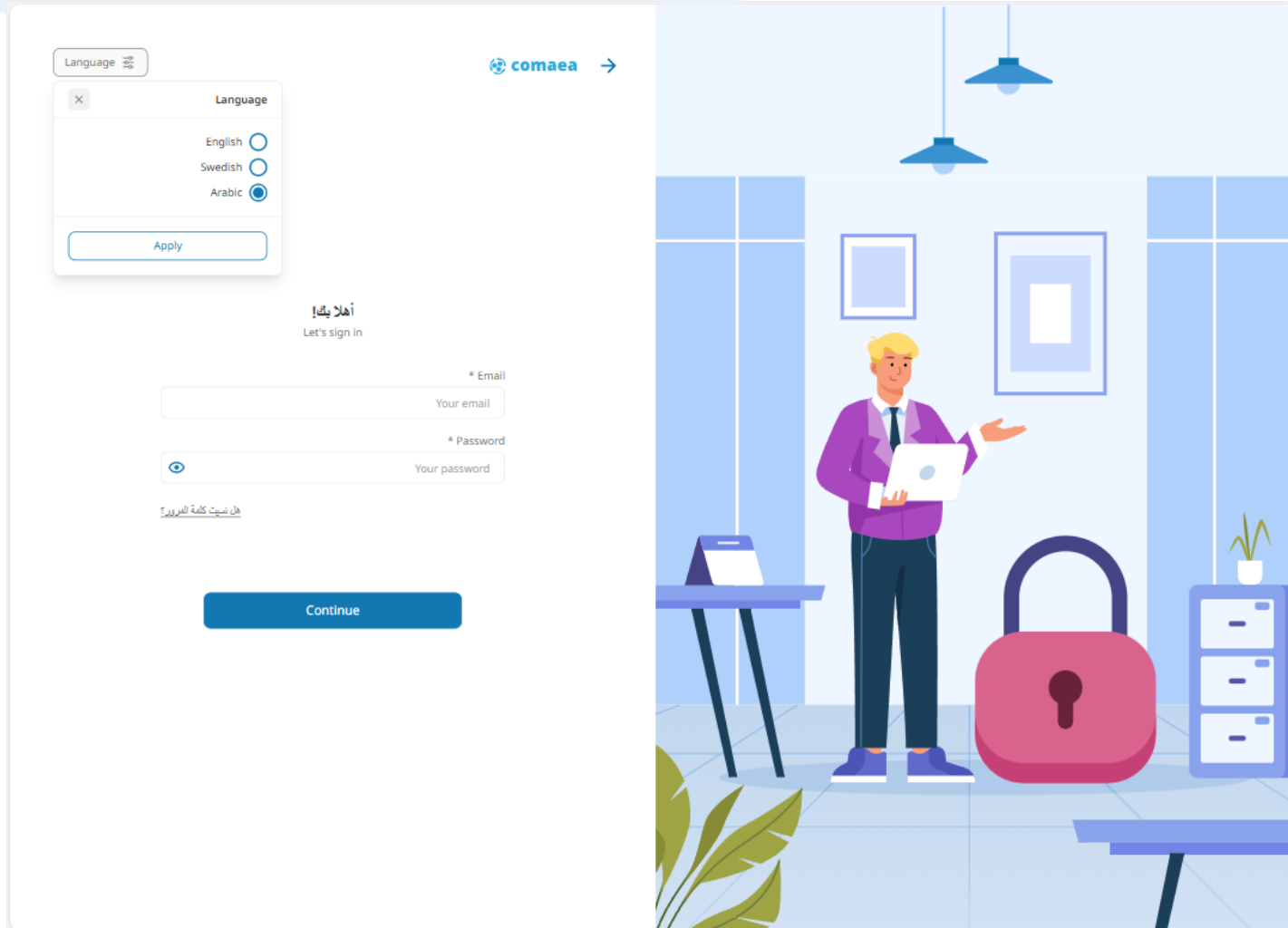
Expand Column Export 1 of 12 pages

Current PDA	Employee	Unit	Issue Date	Expi
Foundation (F)	Anne-Marie Mitchell	IT Department	----	
Practitioner (P)	Aquinas User	IT Department	----	
Senior Practitioner (SP)	Bens Robert	Finance Department	28 Sep 2024	2
----	Beyonce Hadid	Finance Department	28 Sep 2024	2
----	Curtis Bryan	Finance Department	28 Sep 2024	2
Master Practitioner (MP)	Euan Gillespie	User Research	28 Sep 2024	2

- Add text

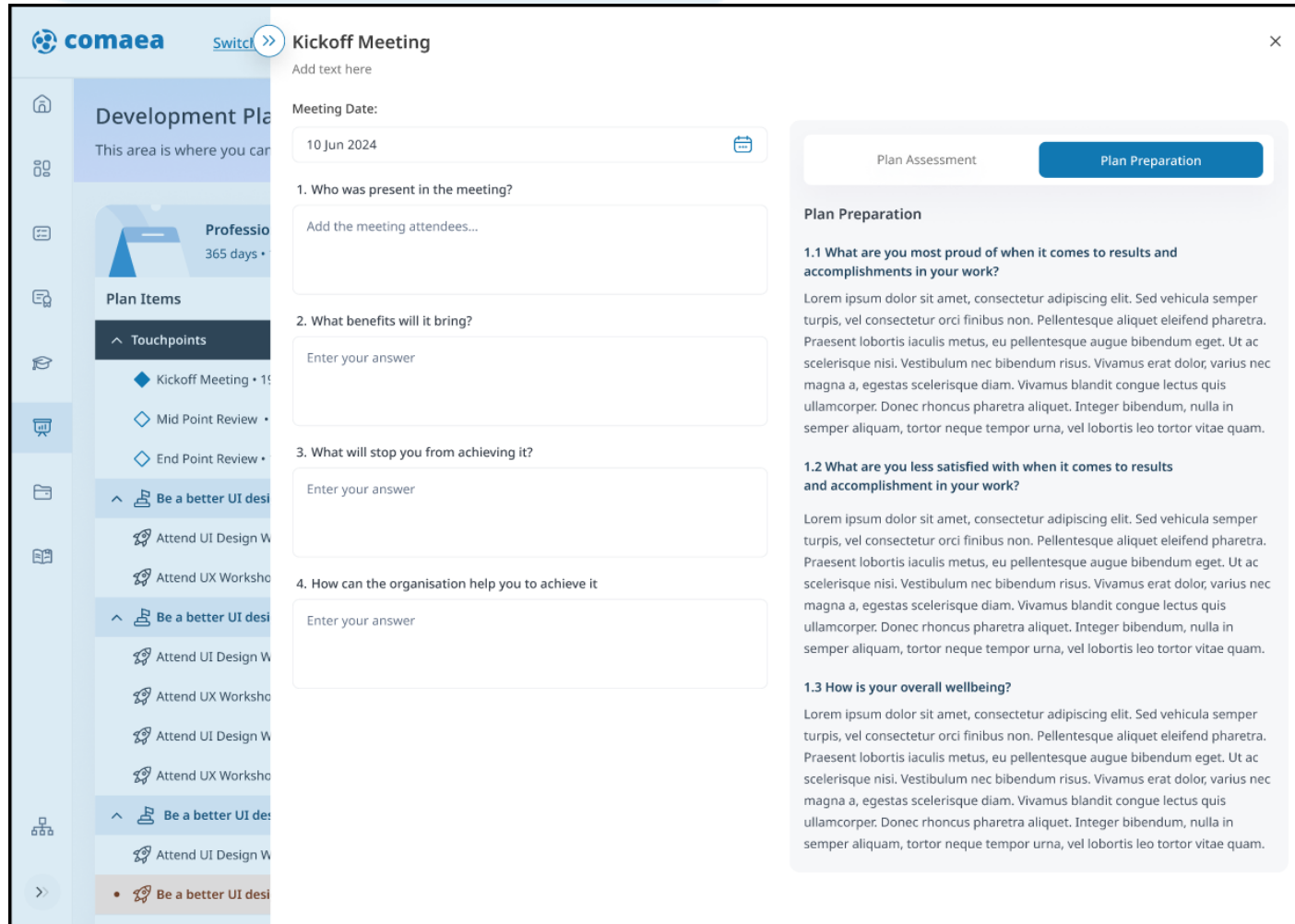
# For future release | Things that didn't make it to this release

# Multi language support



- Users can choose Language preference for User Interface and Data
- Interface localised for right-left and left-right reading
- Language packs for Swedish and Arabic in first release, more languages to follow

# Individual development plan | Touchpoint



**comaea** Switch >> Kickoff Meeting

Add text here

Meeting Date: 10 Jun 2024

1. Who was present in the meeting?

Add the meeting attendees...

2. What benefits will it bring?

Enter your answer

3. What will stop you from achieving it?

Enter your answer

4. How can the organisation help you to achieve it?

Enter your answer

Plan Assessment | **Plan Preparation**

**Plan Preparation**

**1.1 What are you most proud of when it comes to results and accomplishments in your work?**

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**1.2 What are you less satisfied with when it comes to results and accomplishment in your work?**

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**1.3 How is your overall wellbeing?**

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- IDP preparation (reflective) for employee and manager
- Update Plan (forward-looking) as part of the kick-off meeting
- Quick-add goals during the meeting
- Easily reference Skills Gaps, previous IDPs and annual review scores as part of the discussion
- Employee and Manager can approve the plan