



## ENTRETIEN ANNUEL 2024 PERFORMANCE ET DEVELOPPEMENT

**Review Date:** 13/02/24

**Last Review Date:** 07/02/23

**Name:** John Doe

**Job:** Product Owner

**Departement:** Product

**Manager:** Karl Martin

### Job Description:

- Define and prioritize the product backlog in collaboration with the development team.
- Gather requirements from stakeholders and translate them into user stories.
- Work with the development team to ensure that user stories are implemented correctly and meet stakeholder needs.
- Conduct user acceptance testing to ensure that the product meets quality standards.
- Communicate with stakeholders to gather feedback and provide updates on the progress of the project.
- Make decisions on product features and prioritize them based on business value and stakeholder needs.
- Collaborate with the Scrum Master and other team members to ensure that the product is delivered on time and within budget.
- Monitor and evaluate the performance of the product and make adjustments as needed.
- Keep up-to-date with market trends and competitor products to inform product decisions.
- Continuously improve the product development process and identify opportunities for innovation.

## 2. Evaluation de l'année écoulée

### 2.1. Réalisation des objectifs 2023

Rappel des objectifs pour l'année écoulée	Niveau Atteint				Faits significatifs
ATTEINTE DES OBJECTIFS *	I	P	R	D	
		X			

\* I = Insuffisant / P = Partiellement réalisé / R = Réalisé / D = Dépasse les attentes  
Si l'objectif n'a pas pu être réalisé, merci de le préciser et d'en mentionner les raisons

### 2.2. Evaluation des aptitudes personnelles et professionnelles

Title	Score				Remarques éventuelles
Agile and Scrum Practices	I	P	R	D	
Agile Metrics Understanding	X				
Sprint Review Facilitation		X			
User Acceptance Testing(UAT)			X		
Sprint Planning				X	
Backlog Management	X				
Communication Skills	I	P	R	D	
Conflict Resolution				X	
Active Listening	X				
Negotiation Skills			X		
Presentation Skills				X	
Stakeholder Engagement			X		
Leadership and Team Collaboration	I	P	R	D	
Crisis Management				X	

Title	Score				Remarques éventuelles			
Mentoring and Coaching Team Members			X					
Collaborative Decision Making				X				
Vision Setting		X						
Team Motivation				X				
Product Management Skills	I	P	R	D				
Feature Prioritization	X							
User Story Development			X					
Market Research and Analysis		X						
Product Roadmapping				X				
Strategic Planning		X						
Technical Skills	I	P	R	D				
Data Analysis and Interpretation	X							
Familiarity with APIs	X							
Prototyping and Wireframing			X					
Requirements Gathering				X				
Basic Understanding of Software Development				X				
APTITUDES PERSONNELLES ET PROFESSIONNELLES (QUALITÉ) *					I	P	R	D
							X	

\* I = Insuffisant / P = Partiellement réalisé / R = Réalisé / D = Dépasse les attentes

### 3. Année 2024 - Objectifs individuels et/ou collectifs

Objectifs	Indicateur de mesure	Délai prévu
Get at least 5 user testimonials on the blog	Number of testimonials published, quality of testimonials collected.	2024
Launch one new feature per quarter	Number of features launched, delivery times compared with forecasts.	v20
Increase blog traffic by 30%	Number of monthly blog visits, social network shares	2023

### 4. Plan de developpement personnel

#### 4.1. Formations suivies en 2023

Formations, séminaires, workshop	Nombre de jours Date Organisme	Valeur ajoutée personnelle et professionnelle

#### 4.2. Formations professionnelles proposées pour l'année 2024

Formations nécessaires	Résultat attendu
Product Roadmapping and Prioritization	
Product Metrics and KPIs	
Product Launch and Marketing Strategies	
Data-Driven Product Management	
Stakeholder Management and Communication	
Product Design Thinking Workshop	

### 4.3. Mobilité

- Souhaitez-vous évoluer au sein de votre Service, ou d'autres Services ?  
Envisagez-vous votre évolution sous l'angle d'une spécialisation accrue ou via un changement de fonction ? A quel terme ?

I am motivated to continue in this position because I genuinely believe in the value of the work we do and the impact it has on our clients and the community. The challenges we face are not merely obstacles; they are opportunities for learning and innovation that inspire me to improve continuously. I am eager to further develop my skills, contribute to our ongoing projects, and take on new responsibilities that will not only enhance my professional growth but also drive our team's success.

- **Motivations:**

Staying in this position allows me to leverage my experiences and insights to foster collaboration, support my peers, and contribute to a positive work environment. I am excited about the possibilities ahead and am committed to being a proactive, engaged, and valuable member of our team. I look forward to what we can achieve together in the coming year.

## 5. Commentaires relatifs à l'évaluation 2024

### 5.1. Commentaires du collaborateur

Karl has consistently demonstrated exceptional leadership and vision in his role as a Product Owner. His ability to effectively communicate the product vision to the team has inspired collaboration and innovation at every stage of the development process. Karl's keen understanding of our customers' needs and market trends has enabled us to deliver impactful features that exceed expectations. His proactive approach to problem-solving and commitment to continuous improvement have not only driven our projects to successful completion but also fostered a positive and productive team environment. I truly appreciate his support and guidance, and I'm excited to see how he will continue to elevate our product strategy moving forward.

### 5.2. Commentaires du responsable

John has consistently demonstrated exceptional performance as a Product Owner. His ability to understand and articulate the needs of stakeholders has greatly contributed to the success of our projects. John's collaborative approach fosters an inclusive team environment, encouraging open communication and innovative ideas. He has shown remarkable agility in adapting to changing priorities while

maintaining a clear focus on delivering value to our customers. I truly appreciate his dedication, problem-solving skills, and the positive energy he brings to the team. Keep up the fantastic work, John!

EVALUATION GLOBALE *	I	P	R	D
ENTRETIEN ANNUEL 2024			X	

\* I = Insuffisant / P = Partiellement réalisé / R = Réalisé / D = Dépasse les attentes

Date et signature du Responsable                      Date et signature du Collaborateur