



ENTRETIEN ANNUEL 2024 PERFORMANCE ET DEVELOPPEMENT

Nom :	Smith	Prénom :	Jenny
Service :	Product	Fonction :	Product Owner
Date de l'entretien :	09/02/24	Date du dernier entretien :	09/02/23
Nom du Responsable :	Karl Martin	Coefficient :	

1. FONCTION OCCUPEE

Description des activités et compétences – Enoncé des points clés

- 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
Accroître la collaboration inter-équipes	R	Des initiatives de collaboration ont permis d'améliorer la communication, entraînant une diminution de 20% des délais dans les projets conjoints.
Lancer une nouvelle fonctionnalité par trimestre	R	Les nouvelles fonctionnalités lancées ont répondu aux besoins des utilisateurs, et toutes ont été livrées dans les délais prévus.

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
	I	P	R	D	
Adaptation au changement					
Esprit d'initiative				X	
Curiosité intellectuelle				X	
Créativité		X			
Capacité à se remettre en cause			X		
Attitude clé					
Orientation client (interne et externe)	X				
Communication ouverte (transparence)			X		
Engagement personnel				X	
Compétence dans la fonction					
Maîtrise des techniques clés			X		
Autonomie	X				
Qualité des réalisations		X			
Gestion des priorités			X		
Respect des délais				X	
Fonction d'encadrement					
Leadership	X				
Travail en équipe					
Qualité relationnelle			X		
Communication orale		X			
Communication écrite	X				
Capacité d'écoute				X	
Résistance à la pression		X			
Contribution à l'équipe	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
Organiser une formation pour les utilisateurs chaque semestre	Nombre de participants, satisfaction des participants, nombre de nouvelles inscriptions post-formation.	2025
Améliorer la satisfaction des utilisateurs	Résultats d'enquêtes de satisfaction, taux de rétention d'utilisateurs, feedbacks des clients.	

4. Plan de developpement personnel

4.1. Formations suivies en 2023		
Formations, séminaires, workshop	Nombre de jours Date Organisme	Valeur ajoutée personnelle et professionnelle
Product Roadmapping and Prioritization		Improve your ability to prioritize features and resources effectively to deliver value to customers and achieve product goals.
Agile Product Owner Training		Enhance your ability to effectively collaborate with stakeholders and development teams to deliver high-quality products.
Data-Driven Product Management		Develop skills in data analysis and interpretation to guide product strategy and prioritize features

4.2. Formations professionnelles proposées pour l'année 2024	
Formations nécessaires	Résultat attendu
Continuous Improvement and Product Iteration	Learn how to implement iterative development processes to drive continuous improvement and innovation in product development.
Stakeholder Management and Communication	Master techniques for effectively engaging and managing stakeholders to ensure alignment and drive successful product outcomes.
Product Management Fundamentals	Develop a foundational knowledge of product management concepts, including market research, product strategy, and roadmap planning.

4.3. Mobilité
<p>♦ 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 ?</p> <p>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.</p> <p>♦ Motivations</p> <p>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.</p>

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

Jenny has consistently proven herself as an exceptional Product Owner during this review period. She possesses a deep understanding of our product vision, which she communicates clearly to the team, ensuring everyone remains aligned with our project goals. Jenny takes the initiative in managing the backlog, effectively prioritizing features and promptly addressing any obstacles that arise during the development process.

Her collaboration with stakeholders has been outstanding; she actively listens to feedback and integrates it thoughtfully, while keeping the team well-informed throughout. That said, there are opportunities for Jenny to further enhance her impact, particularly in areas like data-driven decision-making and stakeholder engagement strategies. As she continues to evolve in her role, I encourage her to pursue additional training and mentorship to further develop these skills.

In summary, Jenny has made invaluable contributions to our projects, and with a focused commitment to her professional growth, I am confident she will excel and continue to thrive in her position.

EVALUATION GLOBALE * ENTRETIEN ANNUEL 2024	I	P	R	D
			X	

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

Date et signature du Responsable

Date et signature du Collaborateur