



ENTRETIEN ANNUEL 2023 PERFORMANCE ET DEVELOPPEMENT

Review Date: 07/02/23

Last Review Date: 17/03/22

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 2022

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		

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3. Année 2023 - Objectifs individuels et/ou collectifs

Objectifs	Indicateur de mesure	Délai prévu
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
Improve user experience (UX)	- 20% increase in user satisfaction score (NPS). - Reduced time to complete a task by 30%.	2022
Improving user satisfaction	Satisfaction survey results, user retention rates, customer feedback.	2022

4. Plan de developpement personnel

4.1. Formations suivies en 2022

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

4.2. Formations professionnelles proposées pour l'année 2023

Formations nécessaires	Résultat attendu
Data-Driven Product Management	
Stakeholder Management and Communication	
Product Design Thinking Workshop	
Agile Product Owner Training	
User Story Writing Workshop	
Product Management Fundamentals	

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 wish to further develop my skills in understanding and analyzing customer feedback in order to improve products. I aspire to become more proficient in using data and metrics to make informed decisions that will ultimately improve the overall user experience and drive product success. In addition, I look forward to continuing to collaborate effectively with cross-functional teams to ensure that our product roadmap aligns with the company's strategic goals and objectives. By focusing on these areas of growth, I believe I can improve my performance as Product Owner and bring even more value to the team.

- **Motivations:**

My motivation to achieve these goals stems from my passion for creating innovative products that really make a difference to our customers. I'm motivated by the opportunity to collaborate with cross-functional teams, translate customer needs into achievable requirements and, ultimately, deliver products that exceed expectations. By staying focused, remaining adaptable and constantly seeking feedback, I am confident that I can continue to grow as a product owner and achieve positive results for our team and organization. Overall, I'm committed to continuous improvement, continuous learning and pushing the boundaries of what's possible in my role as Product Owner. I'm excited about the opportunities that lie ahead and I'm determined to excel in everything I do. Thank you for your support and guidance as I continue this journey of growth and development).

5. Commentaires relatifs à l'évaluation 2023

5.1. Commentaires du collaborateur

Throughout the period under review, our manager consistently demonstrated strong leadership skills and a clear vision for the team's success. He has been an encouraging and approachable mentor, always ready to provide guidance and feedback to help us grow and excel in our roles. Our manager's commitment to fostering a positive work environment has greatly contributed to our team's morale and productivity. Overall, we are grateful for their leadership and appreciate all they do to support us.

5.2. Commentaires du responsable

John always goes the extra mile in his role and always meets or exceeds expectations. He is a proactive problem-solver who consistently delivers high-quality work. John is an invaluable asset to our team, and we are fortunate to have him on board.

EVALUATION GLOBALE * ENTRETIEN ANNUEL 2023	I	P	R	D
			X	

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Date et signature du Responsable	Date et signature du Collaborateur