



ANNUAL PERFORMANCE AND DEVELOPMENT REVIEW

Review Date: 20/03/22

Last Review Date: 05/02/21

Name: Karl Martin

Job: Product Manager

Departement: Product

Manager: ## Error # 59

Job Description:

- Collaborate with stakeholders to identify and prioritize product features and requirements.
- Create and maintain a product roadmap and release plan.
- Coordinate with development teams to ensure tasks are completed according to schedule and budget.
- Conduct user research and gather feedback to improve product performance and usability.
- Work with the marketing team to develop go-to-market strategies and product messaging.
- Monitor product performance and respond to customer feedback and issues.
- Analyze market trends and competitors to identify opportunities for product enhancement.
- Manage product backlog and prioritize user stories for development teams.
- Facilitate sprint planning, review,

2. Evaluation of the past year

2.1. Achieving goals 2021

Reminder of goals for the past year	Level reached	Significant facts
Increase product documentation by 50%.	P	Particular attention was paid to the creation of documentation content, resulting in positive feedback from 80% of users consulted.
Improve the user experience (UX) of the interface	I	After several iterations and tests, the user experience was found to be much smoother, with a 30% reduction in the time needed to complete certain tasks.
Increase license sales by 25%.	P	Targeted marketing efforts and promotion of new features have increased sales by 30%.
Get at least 5 user testimonials on the blog	I	The interviews were effective, yielding 8 enriching testimonials that reinforce the product's credibility.
ACHIEVING GOALS *		I
		P
		R
		E
		X

* I = Insufficient / P = Partially achieved / R = Realized / E = Exceeded expectations
 If the objective could not be achieved, please specify this and state the reasons.

2.2. Assessment of personal and professional skills

Title	Score				Remarks
Agile and Scrum Practices	I	P	R	E	
Backlog Management	X				
Sprint Planning			X		
User Acceptance Testing(UAT)				X	
Sprint Review Facilitation		X			
Agile Metrics Understanding				X	
Communication Skills	I	P	R	E	
Stakeholder Engagement			X		
Presentation Skills		X			
Negotiation Skills			X		
Active Listening				X	
Conflict Resolution			X		
Leadership and Team Collaboration	I	P	R	E	
Team Motivation	X				
Vision Setting		X			
Collaborative Decision Making				X	
Mentoring and Coaching Team Members		X			
Crisis Management				X	
Product Management Skills	I	P	R	E	
Strategic Planning			X		
Product Roadmapping				X	
Market Research and Analysis			X		
User Story Development	X				

Title	Score				Remarks
Feature Prioritization				X	
Technical Skills	I	P	R	E	
Basic Understanding of Software Development	X				
Requirements Gathering			X		
Prototyping and Wireframing	X				
Familiarity with APIs	X				
Data Analysis and Interpretation		X			
ASSESSMENT OF PERSONAL AND PROFESSIONAL SKILLS *					I
					P
					R
					D

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3. Individual and/or group objectives for 2022

Goals	KPI	Due date
Organize a user training session every six months.	Number of participants, participant satisfaction, number of new post-training registrations.	2022
Increase inter-team collaboration	Number of inter-team meetings, feedback on collaboration, results of inter-team projects.	2022
Improve user satisfaction	Satisfaction survey results, user retention rates, customer feedback.	2022
Launch one new feature per quarter	Number of features launched, delivery times vs. forecasts.	2022

4. Personal development plan

4.1. Training courses attended in 2021

Training courses	Number of days, Date, Organization	Personal and professional added value
Product Launch and Marketing Strategies		Develop skills in product positioning, marketing communication, and go-to-market planning to drive product success and market competitiveness.
Continuous Improvement and Product Iteration		Develop a mindset of continuous learning and improvement to adapt to changing market needs and deliver high-value products to customers.
Agile Product Owner Training		Enhance your ability to effectively collaborate with stakeholders and development teams to deliver high-quality products.

4.2. Professional training courses for 2022

Required training	Expected results
Product Management Fundamentals	Develop a foundational knowledge of product management concepts, including market research, product strategy, and roadmap planning.
Data-Driven Product Management	Learn how to leverage data analytics and user feedback to make informed product decisions and drive continuous improvement.
Stakeholder Management and Communication	Master techniques for effectively engaging and managing stakeholders to ensure alignment and drive successful product outcomes.

4.3. Career development

- Would you like to develop within your department, or in other departments? Do you see your development in terms of increased specialization or a change of function? In what time frame?

Understanding the steps required for advancement will help me focus my efforts and development appropriately, enhancing my job satisfaction and engagement.

- Motivations:

I wish to have a clear career path outlined to transition into a Senior Product Owner position.

5. Evaluation comments 2022

5.1. Collaborator's comments

Participating in the appraisal process was a rewarding experience for me. My manager's encouragement and recognition of my hard work have motivated me to enhance my skills further. I appreciate how they challenge me while also providing the support I need to succeed.

5.2. Manager's comments

Thank you for being an advocate for both the team and our users. Your relentless focus on user experience has ensured that we are creating products that truly resonate with our audience. Your strategic thinking and innovative ideas are key

factors in our success. Your ability to balance business goals with team morale sets a fantastic example for everyone.

EVALUATION GLOBALE *	I	P	R	E
ENTRETIEN ANNUEL 2022				X

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Manager's date and signature	Collaborator's date and signature
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