



ENTRETIEN ANNUEL 2022 PERFORMANCE ET DEVELOPPEMENT

Review Date: 17/03/22

Last Review Date:

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

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 2022 - Objectifs individuels et/ou collectifs

Objectifs	Indicateur de mesure	Délai prévu
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

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

4.2. Formations professionnelles proposées pour l'année 2022

Formations nécessaires	Résultat attendu
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 2022

5.1. Commentaires du collaborateur

Manager Karl excels at providing clear direction and support to the team. Their ability to effectively prioritize tasks and communicate priorities has improved team efficiency and cohesion. Karl constantly goes the extra mile to ensure that every team member feels valued and motivated, creating a positive and collaborative working environment. Their excellent leadership skills and proactive approach to problem solving have greatly contributed to the success of our projects.

5.2. Commentaires du responsable

John consistently demonstrates exceptional teamwork and collaboration, always willing to go the extra mile to support his colleagues and achieve team goals. His positive attitude and strong work ethic have not gone unnoticed, and he is a highly valued member of our team. John's ability to solve problems and adapt to changing circumstances has been instrumental in the success of several key projects this year. Keep up the good work, John!

EVALUATION GLOBALE * ENTRETIEN ANNUEL 2022	I	P	R	D
			X	

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Date et signature du Responsable

Date et signature du Collaborateur