Tech Nova

PERFORMANCE IMPROVEMENT PLAN

Employee Name	Qamar Mohamed
Position	Senior Software Tester
Department	Quality Assurance
Manager Name	Fatma Hassan
Date of Issue	01/01/2025
PIP Duration	4 weeks
Review Dates	Initial Review: 08/01/2025 Mid-Term Review: 16/01/2025 Final Review: 30/01/2025

Performance Issues	
Area of Concern	Details/Examples
Test Coverage	Insufficient coverage of critical functionalities.
Bug Reporting	Lack of detail in bug reports, causing delays in resolution.
Collaboration	Limited interaction with developers to clarify issues.
Time Management	Delays in completing test cycles.
Automation	Slow progress in adopting test automation.

Improvement Goals & Action Plan	
Improvement Area	Goal
Test Coverage	Achieve 90% test coverage on all modules.
Bug Reporting	Standardize bug reports and add reproduction steps.
Collaboration	Attend all sprint meetings and daily stand-ups.
Time Management	Meet all testing deadlines with weekly tracking.
Automation	Automate at least 3 test cases per sprint.