Individual Performance Review
IN719 Systems Administration

Introduction

The purpose of this assessment is to evaluate your working practices. We want to see that you are working like a sysadmin should. The assess ment has three parts:

1. **Self assessment:** You will evaluate your own performance and provide evidence to support your claims;

2. **Peer assessment:** You will evaluate your team members using the same measures that you used for your self assessment;

3. **Lecturer assessment:** The lecturer will evaluate and comment on your performance.

Note that on the self and peer assessments, your marks are based on how complete, accurate, and well supported your assessments are.

Marking schedule

Self assessment (20 marks):

- 20 - Insightful and accurate assessment of performance supported by ample clear evidence.

- 15 - Accurate assessment of performance well supported by evidence.

- 12 - Mainly accurate assessment of performance with some gaps in evidence.

- 8 - Mainly accurate assessment, but with little or no evidence provided.

- 5 - Assessment of performance not accurate and/or lacking in evidence .

Peer assessment (10 marks):

- 10 - Accurate assessment of performance well supported by evidence.

- 7 - Mainly accurate assessment of performance with some gaps in evidence.

- 3 - Mainly accurate assessment, but with little or no evidence provided.

- 1 - Assessment of performance not entirely accurate and/or lacking in evidence .

Lecturer assessment: The lecturer's assessment is broken down into the following areas.

Ticketing (25 marks):

- 25 - All nontrivial tasks are tracked in ticket system. Tickets are strongly documented or linked to documents. All tickets are promptly resolved.

- 20 - Significant tasks are tracked with tickets which are promptly handled. Useful comments or other documents are included in most tickets.

- 15 - Tasks are typically tracked by tickets, but some gaps are noted. Minimal but sufficient documentation is included. Most tickets handled promptly.

- 10 - Few tickets are found that were not submitted by the lecturer. Documentation often lacking. A significant number of tickets not handled promptly.

- 5 - No tickets are found that were not submitted by the lecturer. Documentation generally insufficient. Tickets are not generally handled promptly.

Documentation (25 marks):

- 25 - Extremely comprehensive and accurate documentation of all hosts, software, and procedures. Wiki history shows frequent updating throughout the term.

- 20 - Quality documentation of hosts, software and procedures. Only trivial gaps or errors noted. Regular updates in recent weeks.

- 15 - Good documentation, but some noteworthy gaps or errors are found. Adequate detail or clarity missing in some cases.

- 10 - Minimal documentation, often of poor quality.

- 5 - Poor quality documentation with inadequate coverage.

Teamwork (20 marks):

- 20 - Student is doing at least a fair share of the work and all teammates are very well informed about each others' work. Excellent use of teamwork is evidenced by ticketing, source code repository activity, wiki edits, etc. The team has a schedule that provided good distribution of coverage.

- 15 - Student does a fair share of work and all teammates are generally informed, but some small gaps may be noted.

- 10 - Student is doing a fair or nearly fair share of work, but teammates may be poorly informed about each others work.

- 5 - Students is not doing a fair share of work and team communication appears to be poor.

You will submit your individual and peer assessment forms by 15:00 on Wednesday, 2 May.

Self assessment

Your name:

Ticketing

Key indicators:

1. Are you responding to tickets and closing them promptly?

2. Are you adding useful comments to tickets?

3. Are you linking tickets to relevant wiki pages and/or linking to tickets from your wiki?

4. Are you opening tickets to track tasks that are performed?

5. Are you using tickets to communicate with your team and divide responsibilities for tasks?

Overall rating: 1   2   3   4   5

Comments:

Documentation

Key indicators:

1. Are your team documents kept accurate and complete?

2. Are you contributing to the wiki?

3. Do you consult your wiki when working on tasks?

Overall rating: 1   2   3   4   5

Comments:

Teamwork

Key indicators:

1. Are you sharing the work fairly with your team?

2. Are you communicating with your team?

3. What tools do you use to communicate?

Overall rating: 1   2   3   4   5

Comments:

Any other comments to add?

Peer assessment

Name of teammate you are assessing:

Ticketing

Key indicators:

1. Does this person respond to tickets and closing them promptly?

2. Does this person add useful comments to tickets?

3. Does this person link tickets to relevant wiki pages and/or linking to tickets from your wiki?

4. Does this person open tickets to track tasks that are performed?

5. Does this person use tickets to communicate with your team and divide responsibilities for tasks?

Overall rating: 1   2   3   4   5

Comments:

Documentation

Key indicators:

1. Is this person contributing to the wiki?

2. Does this person consult the wiki when working on tasks?

Overall rating: 1   2   3   4   5

Comments:

Teamwork

Key indicators:

1. Is this person sharing the work fairly with your team?

2. Is this person communicating with your team?

3. What tools does this person use to communicate?

Overall rating: 1   2   3   4   5

Comments:

Any other comments to add?