

Introduction

Over the last 5 years I have been the go to 'spreadsheets guy' in the teams I've worked in. Improving processes and data collection/analysis through a range of calculations, charts, functions and tables, such as pivots. This project was completed during my employment at hackajob, despite at this point having no formal sheets learning, I knew it was possible and researched my way through. It's a combination of 3 separate Google Sheets, focused around KPIs and performance, at both an individual and team level. **I identified, designed, built, presented and trained** the team on the new KPI process changes. This revamping project **had a profound impact on the teams productivity**:

hackajob has asked that the specific KPIs be kept confidential, however I have masked them with random data and titles so you can understand how it functioned.

The documents are best read in the order:

- Introduction
- Sheet 1 - Daily Team KPIs
- Sheet 2 - Weekly Team KPIs
- Sheet 3 - Individual Performance KPI Sheet
- Learning Points & Closing Notes

Finally some comments from some senior people in my hackajob team!

Anhar Miah (**Senior Talent People Manager @ hackajob**) - *"Jamie played a key part in all of our process improvements. One project completely revamped our KPI tracking processes, dramatically speeding it up, with a weekly KPI sheet previously taking around 1 hour every Friday, to maximum 25 minutes. The new system and improved design also helped bring the team a deeper understanding of what they were being measured on, and exactly how it's tracked. He was my go to guy for data, processes, ideas and project management"*

Olivia Jitarescu (**Lead Talent Success Manager @ hackajob**) - *"The thing I really enjoyed working with Jamie, was that he doesn't wait. He sees ways of doing things better, and he goes ahead and begins discussions, and organizes the change, bringing others along with him. He has a real skill for simplifying complex things."*

You can see further hackajob work recommendations from the wider business on my LinkedIn profile. From Phil Kell (VP of Marketplace), Helen Bandcroft (Account Director), Hamish Vagher (Senior Account Executive) and Maria Fernandez (Senior Success Manager).

Link to profile - <https://www.linkedin.com/in/jamiejaylyons/>