Building Successful IT Career

- By Mr. Nataraz & Team

Overview

➔ **Onboarding process in Company**

➔ **Project allocation**

➔ **Dos & Don'ts - Initial days in IT**

➔ **Planning a strong IT career**

➔ **Things that can massively damage your IT career**

➔ **Value of process in industry**

➔ **How to build massively successful career,**

➔ **Belonging in top 20% of IT market**

Onboarding process in Company

- Recent passport size photographs
- PAN card copy
- Signed offer letter
- Signed Terms & Condition document
- Documents containing start and end date of the last 2 employers
  - Offer letter
  - Experience letter
  - Relieving letter
- Copy of degree/PG certificates
- Last semester mark sheets(copy)
- Relieving letter of previous employer
- Payslips / bank statements*
- Passport copy(apply if available)
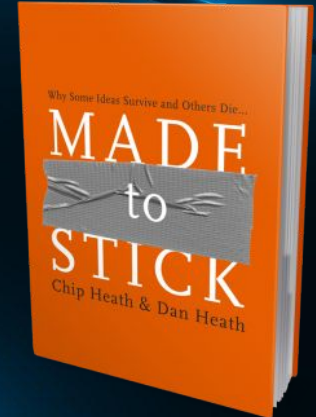
PROJECT allocation

- ID, email and basic access - HR Team.
- Report to reporting manager
- Introduction to team.
- KT arrangement.
- Machine & software setup - IT team.
- Tech setup - You / colleague help
- Project Technology overview
- Understanding team working culture - SDLC

Initial days of industry

Do's & Don'ts

Do's

- Mix with team members
- Abiding with team process
- If there is any confusion, then ask questions. Getting clarity in understanding
- Managing code / environments with care.
- If stuck anywhere, get help from google. In later stages from team members.
- Put extra efforts than your team members
- Share knowledge and help others.

Don'ts

- No carelessness with system. Act professional
- No "Sir" culture. Refer people by names.
- Don't use office machines for personal work.
- Don't hide things. Keep it transparent
- No unplanned leaves
- Don't work on wrong assumptions.
- Work on professional communication.

Email errors

Professional ✔️ & Don'ts ❌

Hi <Name>,

<One liner to the point, what this is about>

<2 lines explain the situation>

<Waiting on your response>

Thanks & Regards,

<Name>

~~Subject: <title>~~

~~Dear <Name>,~~

~~<long detailed content>~~

~~Your's sincerly,~~

~~<your name>~~

Get ready for
STRONG IT CAREER

Planning a strong IT career

Initial years: 0-3 years
Second level: 4-6 years
Next: 6+ years

Tip

Initial years full commitment. And hardwork.

Strategize and plan your career. Don't leave on time.

Things that can massively damage your IT career

- Relaxing in initial years.
- Not upgrading skill set.
- Limited exposure of things.
- Not chasing knowledge for money.
- Complaining mentality.
- Wrong attitude.

Tip

Be SMART, right from beginning.

The Agile: Scrum Framework at a glance

Inputs from Customers, Team, Managers, Execs

Product Owner

The Team

Scrum Master

Daily Standup Meeting

24 Hour Sprint

1-4 Week Sprint

Sprint Review

Product Backlog
1
2
3 Prioritized list of what is required: features, bugs to fix...
4
5
6
7
8
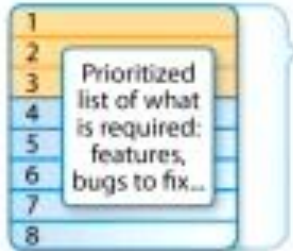
Sprint Planning Meeting

Team selects starting at top as much as it can commit to deliver by end of Sprint

Task Breakout

Sprint Backlog

Sprint end date and team deliverable do not change

Finished Work

Sprint Retrospective

Value of process in IT

Building massively successful career

LET THE FIRE KEEP BURNING THANK YOU!

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