![BSRM - building a safer nation]

Performance Management Form B(+1) for Tonmoy Rudra

Introduction

Welcome to Performance Management page!

Employee Information

Last Name	Rudra	First Name	Tonmoy
Title	Executive IT Development	Manager	Syed Saiful Haque
Function	Information Technology (13000015)	Location	Corporate Office (80000001)
Username	tonmoy.rudra	Human Resource	
Email	tonmoy.rudra@bsrm.com	Hire Date	06/08/2020
Job Code	Support: Developer (90000365)		

Goals

Welcome to Goal Setting process of Performance Management. Here you will be able to select your goals from the Goal Library. Please remember, you need to select minimum 3 goals and maximum 6 goals. Solid goals are given by Manager.

Customer
3.1 Address IT issues as per defined timeline

Completed

70% within 1 days, 20% within 2 days, 8% within 3 days, Rest 2% beyond 3 days
From Goal Plan 2021-2022

Rating

4.83

Goal Details

Goal Name	Address IT issues as per defined timeline	KPI and How to measure	70% within 1 days, 20% within 2 days, 8% within 3 days, Rest 2% beyond 3 days
Weight	15.0%	Start Date	01/07/2021
Due Date	30/06/2022	Actual achievement	122.39
Status	Completed	Target	100
Other Details			

Achievement Lookup Table*

Target Level	80	Rating	0
Rating Description	No Achievement		

Target Level	90	Rating	1
Rating Description	Unsatisfactory		

Target Level	95	Rating	2
Rating Description	Needs development		

Target Level	100	Rating	3
Rating Description	Meet expectations		

Target Level	110	Rating	4
Rating Description	Exceeds expectations		

Target Level	125	Rating	5
Rating Description	Substantially Exceeds expectations		

Internal Business Processes
4.1 Adherence to assigned activity as per timeline

Completed

No. of project task as per timeline vs. Total no. of Project task
From Goal Plan 2021-2022

Rating

4.51

Goal Details

Goal Name	Adherence to assigned activity as per timeline	KPI and How to measure	No. of project task as per timeline vs. Total no. of Project task
Weight	30.0%	Start Date	01/07/2021
Due Date	30/06/2022	Actual achievement	97.561
Status	Completed	Target	90
Other Details			

Achievement Lookup Table*

Target Level	75	Rating	0
Rating Description	No Achievement		

Target Level	80	Rating	1
Rating Description	Unsatisfactory		

Target Level	85	Rating	2
Rating Description	Needs development		

Target Level	90	Rating	3
Rating Description	Meet expectations		

Target Level	95	Rating	4
Rating Description	Exceeds expectations		

Target Level	100	Rating	5
Rating Description	Substantially Exceeds expectations		

Internal Business Processes
4.2 Pass test case as per defined test script

[Completed]

No of issue passed vs Total no of issue in test script. Average score of first 3 test
From Goal Plan 2021-2022

Rating

4.82

Goal Details

Goal Name	Pass test case as per defined test script	KPI and How to measure	No of issue passed vs Total no of issue in test script. Average score of first 3 test
Weight	20.0%	Start Date	01/07/2021
Due Date	30/06/2022	Actual achievement	97.368
Status	Completed	Target	70

Other Details

Achievement Lookup Table*

Target Level	50	Rating	0
Rating Description	No Achievement		

Target Level	55	Rating	1
Rating Description	Unsatisfactory		

Target Level	60	Rating	2
Rating Description	Needs development		

Target Level	70	Rating	3
Rating Description	Meet expectations		

Target Level	85	Rating	4
Rating Description	Exceeds expectations		

Target Level	100	Rating	5
Rating Description	Substantially Exceeds expectations		

Internal Business Processes
4.3 Prepare Technical Documentation

[Completed]

Documentation completed vs No. of Project
From Goal Plan 2021-2022

Rating

5.0 - 5

Goal Details

Goal Name	Prepare Technical Documentation	KPI and How to measure	Documentation completed vs No. of Project
Weight	15.0%	Start Date	01/07/2021
Due Date	30/06/2022	Actual achievement	100
Status	Completed	Target	80

Other Details

Achievement Lookup Table*

Target Level	50	Rating	0
Rating Description	No Achievement		

Target Level	60	Rating	1
Rating Description	Unsatisfactory		

Target Level	70	Rating	2
Rating Description	Needs development		

Target Level	80	Rating	3
Rating Description	Meet expectations		

Target Level	90	Rating	4
Rating Description	Exceeds expectations		

Target Level	100	Rating	5
Rating Description	Substantially Exceeds expectations		

Learning and Growth
5.1 New study /Technology/Innovation

[Completed]

Target vs. Achievement
From Goal Plan 2021-2022

Rating

4.0 - 4

Goal Details

Goal Name	New study /Technology/Innovation	KPI and How to measure	Target vs. Achievement
Weight	20.0%	Start Date	01/07/2021
Due Date	30/06/2022	Actual achievement	2 - 3
Status	Completed	Target	100

Other Details

Achievement Lookup Table*

Target Description	N/A 0	Rating	0
Rating Description	No Achievement		

Target Description	N/A 1	Rating	1
Rating Description	Unsatisfactory		

Target Description	N/A 2	Rating	2
Rating Description	Needs development		

Target Description	1	Rating	3
Rating Description	Meet expectations		

Target Description	2 - 3	Rating	4
Rating Description	Exceeds expectations		

Target Description	>=4	Rating	5
Rating Description	Substantially Exceeds expectations		

Technical Competencies (15.0%)

Technical Competencies are specific to a particular job family or level of organization with various degrees of proficiency. Role wise Technical Competencies may differ from the technical competencies for the job family. Moreover, if the role permits, the system may consider technical competencies from another job family also. Role wise technical competency proficiency is different and is built on the following scale:
Proficiency 20% : the role needs to have an Awareness of this competency,
Proficiency 40% : the role needs to have a Moderate level of competency and requires guidance in day to day work,
Proficiency 60% : the role needs to have an Advanced level of competency and is able to assist others,
Proficiency 80% : the role needs to have an Expert level of competency and is able to coach and teach others,
Proficiency 100% : the role needs to be Master at this competency.
Please use your best judgement and maintain ethical and moral integrity as this will have a bearing on the person`s performance rating.

Application Maintenance

Application maintenance is the constant updating, modifying and re-assessing of software applications to correct faults or improve performance.

Where did you demonstrate(Mid-Year)		Mid year Manager Comments

Where did you demonstrate(Year-end)	Maintaining and supporting the below project:
	1. HRIS
	2. Attendance System,
	3. Attendance Machine
	4. Success Factors 3 Module
	  • **EC**
	  • **PMGM**
	  • **LMS**
	
	5. Succesfactor to IBMS API Integration	

Manager's Rating

4.0 - 4

Proficiency 40.0%

IT Enterprise Architecture

Ability to work with the business and develop Enterprise Architecture keeping in mind short term long term roadmaps that will advance business information and technology needs.

Where did you demonstrate(Mid-Year)		Mid year Manager Comments
Where did you demonstrate(Year-end)	Developed New System 1. BMS Web 2. Buy.BSRM.COM, 3. Lead Management Web Portal. 4. Success factor to iBMS API integration 5. eBudgeting System (onGoing)	

Manager's Rating

4.0 - 4

Proficiency 40.0%

IT Governance and Risk

Ability to manage IT service levels, and plan and execute existing and future state service roadmaps for the various business functions.

Where did you demonstrate(Mid-Year)		Mid year Manager Comments
Where did you demonstrate(Year-end)	I have planned and implemented the different projects with different departments to ensure current & future operations work smoothly. For example, develop BMS, Lead management, SAP SF integration	

Manager's Rating

4.0 - 4

Proficiency 20.0%

IT Solution Development

Ability to analyze business needs and determine the best way to satisfy the requirements identified by leveraging IT technology and assets

Where did you demonstrate(Mid-Year)		Mid year Manager Comments
Where did you demonstrate(Year-end)	Developed New System 1. BMS Web 2. Buy.BSRM.COM, 3. Lead Management Web Portal. 4. Success factor to iBMS API integration 5. eBudgeting System (onGoing)	

Manager's Rating

4.0 - 4

Proficiency 40.0%

IT Vendor Management

Ability to identify, liaise and engage with external vendors to fulfill the organization IT requirements

Where did you demonstrate(Mid-Year)		Mid year Manager Comments
Where did you demonstrate(Year-end)	Work with different vendor time to time to smooth organization process, for example work with Beetles (to provide security) for web portal and app	

Manager's Rating

3.0 - 3

Proficiency 40.0%

Software Coding

Ability to designing, implementing, and managing software programs. Testing and evaluating new programs. Identifying areas for modification in existing programs and subsequently developing these modifications.

Where did you demonstrate(Mid-Year)		Mid year Manager Comments
Where did you demonstrate(Year-end)	Plan and Design different software to fulfill business needs, for Lead management App , BMS Wev, External Communication Revise, SAP SF Api Integration, etc.	

Manager's Rating

5.0 - 5

Proficiency 40.0%

Software Design

Ability to solve problem and planning for a software solution.

Where did you demonstrate(Mid-Year)		Mid year Manager Comments
Where did you demonstrate(Year-end)	Plan and Design different software to fulfill business needs, for Lead management App , BMS Wev, External Communication Revise, SAP SF Api Integration, etc.	

Manager's Rating

4.0 - 4

Proficiency 40.0%

Professional Competencies (5.0%)

Professional competencies focuses on the business skills and abilities which are applicable for all job families. Professional Competency focuses on the business skills and abilities which are applicable for all job families. It can have varied degree of applicability across the job Families. Role wise professional competency proficiency is different and is built on the following scale:
Proficiency 20% : the role needs to have an Awareness of this competency,
Proficiency 40% : the role needs to have a Moderate level of competency,
Proficiency 60% : the role needs to have an Advanced level of competency,
Proficiency 80% : the role needs to have an Expert level of competency,
Proficiency 100% : the role needs to be Master at this competency.
Please use your best judgement and maintain ethical and moral integrity as this will have a bearing on the person`s performance rating.

Change Management

Ability to accurately assess the degree of change required for task and strategy effectiveness and then initiate, facilitate and/or deliver change implementation steps to increase the levels of adoption

Where did you demonstrate(Mid-Year)		Mid year Manager Comments
Where did you demonstrate(Year-end)	After developing a system at the time of implementation, we have updated the functional process and business to adopt the changes.	

Manager's Rating

4.0 - 4

Proficiency 40.0%

Data Analytics

Ability to examine existing data sets to draw conclusions about the information they posses preferable with the aid of specialized tools/software

Where did you demonstrate(Mid-Year)		Mid year Manager Comments
Where did you demonstrate(Year-end)	Have provided back-end data regularly through SF or tickets request t HRIS and accounts To fulfill the best solution we need to analyze the data first to conclude the process. We also design analytical report with various parameters and various different field to take critical business decisions.	

Manager's Rating

3.0 - 3

Proficiency 40.0%

Design Thinking

Ability to apply human centered thinking to approach problems and design solutions

Where did you demonstrate(Mid-Year)		Mid year Manager Comments

Where did you demonstrate(Year-end)	1. We discussed with user and try to understand their thinking process 2. Then we design a draft design layout and verify with the user 3. we design the system as per users requirement. 4. we alse create Fdd (functional design document) and get sign off user (various heads of the department involved) 5 also prepare TDD (technical document) so as to keep track of updates / changes in future by someone else

Manager's Rating

4.0 - 4

Proficiency 20.0%

Project Management

Ability to plan, organize, secure, and manage human, financial, and operational resources and activities aimed at building, planning and executing efficient programs for improving overall organizational performance

Where did you demonstrate(Mid-Year)		Mid year Manager Comments
Where did you demonstrate(Year-end)	We identify milestone, activity and task to create a project plan and complete the project accordingly. We prepare a project plan with resources allocation with the start & end date and maintain the task timely. For this we have made portal called at > http://hrissub.bsrm.com/ to keep track of progress of each project. We also make FDD and get sign off from the user	

Manager's Rating

3.0 - 3

Proficiency 40.0%

Behavioral Competency (10.0%)

Behavioural Competency framework is developed on the foundation of BSRM`s strategy, vision and values. It focuses on behaviors that are required to be exhibited across the company. Behavioural Competencies are common throughout the group for all job role. Role wise proficiency is different and is built on the following scale:
Proficiency 20% : the role needs to have an Awareness of this competency,
Proficiency 40% : the role needs to have a Moderate level of competency,
Proficiency 60% : the role needs to have an Advanced level of competency,
Proficiency 80% : the role needs to have an Expert level of competency,
Proficiency 100% : the role needs to be Master at this competency.
Please use your best judgement and maintain ethical and moral integrity as this will have a bearing on the person`s performance rating.

Customer Orientation

Ability to demonstrate the drive to serve customers by focusing efforts on building strong relationships, discovering customer needs and expectations and striving to deliver superior customer experience.

Where did you demonstrate(Mid-Year)		Mid year Manager Comments
Where did you demonstrate(Year-end)	I always try to give priority on user's emergencies based on business impact and its time constrain Provides timely feedback to all customers including the most difficult ones. Knows how to listen to customers attentively to extract the important details required to assist them effectively.	

Manager's Rating

5.0 - 5

Proficiency 20.0%

Drive for Results

Ability to demonstrate ownership and the drive to meet goals by constantly improving performance, identifying opportunities, solving problems for expected business results.

Where did you demonstrate(Mid-Year)		Mid year Manager Comments
Where did you demonstrate(Year-end)	We practice phase by phase business automation (follows agile development methodology), for example: In 1st phase: after understudying full requirement of the system fulfill basic requirement , 2nd phase: more advanced solution, 3rd phase: provide Optimistic solution to meet expected business results.	

Manager's Rating

4.0 - 4

Proficiency 40.0%

Organization Awareness

Ability to demonstrate an active interest in organizational dynamics (people, process, activities etc.) and effectively leverage that knowledge for matured decision making and better business outcomes

Where did you demonstrate(Mid-Year)		Mid year Manager Comments
Where did you demonstrate(Year-end)	Monitor daily activities in order to identify activities that might be time wasters and those that actually further own goals. Identifies own most productive times and uses them to accomplish important or complex tasks before embarking on the simple tasks. Handles quick tasks or those that don't need scheduling immediately in order to prevent procrastination and give time for more complex tasks etc.	

Manager's Rating

4.0 - 4

Proficiency 20.0%

People Development

Ability to build long-term leadership and technical/behavioral capability of self and others by coaching and/or mentoring them.

Where did you demonstrate(Mid-Year)		Mid year Manager Comments
Where did you demonstrate(Year-end)	I always like to do self-assessment to identify limitation so that I can bring my improvement in technical and behavioral capabilities. Take everyone's feedback positively, take ownership of a task and like to guide others to do best practices. Works with individuals who show signs of weakness to help improve their capability.	

Manager's Rating

4.0 - 4

Proficiency 20.0%

Strategic and Innovative Thinking

Ability to see the big picture, bring facts and ideas together to think long-term and constantly look out for different/ innovative ways of approaching a problem to gain a competitive edge.

Where did you demonstrate(Mid-Year)		Mid year Manager Comments
Where did you demonstrate(Year-end)	I design system in a best capability that can adopt future business growth and requirement changes easily. Focuses on opportunities, strengths, weaknesses, and threats while planning for the future projects. Anticipates problems that may arise and quickly develops an effective backup plan.	

Manager's Rating

4.0 - 4

Proficiency 40.0%

Teamwork and Leadership

Ability to work collaboratively in a team setup across organizational boundaries and show the ability to keep the team focused, motivated and inspired to achieve organizational objectives

Where did you demonstrate(Mid-Year)		Mid year Manager Comments
Where did you demonstrate(Year-end)	We lead the cross-functional department while sitting for a solution where the team focuses on objectives forgetting organizational boundaries. Respects the ideas and opinions that the other team members have to say. Offers best solutions to the various problems and ideas being faced by the team.	

Manager's Rating

5.0 - 5

Proficiency 40.0%

Summary Section

Summary section will display the rating and calculations. Visibility of rating (Goal section, Competency sections) will appear at/after Manager's step is completed.

Note to Manager: In order to ensure a smooth calibration process, you MUST choose Calibrated Rating that matches Adjusted Calculated Form Rating. If Calibrated Rating is not filled, the form will proceed to the next stage but calibration session will show error. We request to ensure strict compliance with Adjusted Calculated Form Rating. Thank you for your cooperation.

Calibrated Rating

3.0 - 3

Adjusted Calculated Form Rating:

4.0 -

Calculated Rating:

4.42

Name	Rating	Weight
Goals	4.59	
Address IT issues as per defined timeline	4.83	
Adherence to assigned activity as per timeline	4.51	
Pass test case as per defined test script	4.82	
Prepare Technical Documentation	5.00 - 5	
New study /Technology/Innovation	4.00 - 4	
Technical Competencies	4.0	15.0% of total score
Application Maintenance	4.0 - 4	
IT Enterprise Architecture	4.0 - 4	
IT Governance and Risk	4.0 - 4	
IT Solution Development	4.0 - 4	
IT Vendor Management	3.0 - 3	
Software Coding	5.0 - 5	
Software Design	4.0 - 4	
Professional Competencies	3.5	5.0% of total score
Change Management	4.0 - 4	
Data Analytics	3.0 - 3	
Design Thinking	4.0 - 4	
Project Management	3.0 - 3	
Behavioral Competency	4.33	10.0% of total score
Customer Orientation	5.0 - 5	
Drive for Results	4.0 - 4	
Organization Awareness	4.0 - 4	
People Development	4.0 - 4	
Strategic and Innovative Thinking	4.0 - 4	
Teamwork and Leadership	5.0 - 5	

Signatures

When your review form reaches the Signature Mode, click on the Send button to sign the document. Your electronic signature will be stored in this section of the form.

Signatures indicate that the Performance Assessment discussion has been held.

Employee: Tonmoy Rudra   22/08/2022