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Software Engineer

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Evaluated By:

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Organization: Axos Business Center Team VII (Arjay Gallentes)

Location: ABC Manila Office

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Questions

What do you do? How do you describe your role, duties, and responsibilities? Please be specific.

Employee Evaluation

Response: As a **Product Owner**, I work closely with development teams during sprints to clarify requirements, validate deliverables, and ensure timely execution. I also define and prioritize the product backlog, translating strategic objectives and user needs into actionable features that drive product value and team focus. In my role as an **Application Architect**, I take the lead in evaluating and selecting technologies, frameworks, and tools that align with both our technical strategy and business goals. I actively collaborate with development teams to guide implementation, enforce coding standards, and maintain architectural consistency across projects.

What processes do you perform? Please refer to the specific process maps or procedures for the tasks you perform, manage, or have impacted. If no process map exists, please describe the task and write "no process map or procedure".

Employee Evaluation

Response: One of my key performance goals as a **Product Owner** is to lead and continuously improve the product backlog management process. This involves defining, prioritizing, and refining backlog items to ensure they are aligned with evolving business objectives and user needs. I also aim to enhance the sprint planning and delivery oversight process by working closely with development teams to clarify requirements, validate deliverables, and ensure timely and high-quality execution. In parallel, as an **Application Architect**, I focus on strengthening the architecture design and implementation oversight process. This includes collaborating with engineering teams to maintain architectural consistency, enforce coding standards, and guide technical implementation decisions that support scalability and maintainability.

What metrics do you use to manage your performance? How do you know you are doing a good job? Please be specific (number of calls per day, number of closed loans per month).

Employee Evaluation

Response: I use a blend of delivery, collaboration, and system performance metrics to evaluate my effectiveness. These metrics ensure that I'm delivering value, enabling team efficiency, and maintaining architectural integrity.

Product Delivery and Backlog Management

- **Sprint Completion Rate:** I track the percentage of committed PBIs delivered per sprint. A consistent 90–100% completion rate indicates effective planning and team alignment.
- **Enhancement Conversion:** 100% of validated enhancements are converted into PBIs and tracked through delivery.

Release Management

- **Automated Release Notes:** 100% of UAT deployments are documented with automated release notes for traceability and rollback support.

How do you report progress to your supervisor? (What reports, meetings, etc?)

Employee Evaluation

Response: I report progress through a combination of structured tools and consistent communication practices that ensure transparency, accountability, and alignment. I maintain and update our Azure DevOps board daily, which provides a real-time view of sprint progress, work item status, and blockers. This allows my supervisor to monitor delivery health at a glance.

In addition, I hold weekly catch-up meetings with my supervisor to provide a focused update on progress, discuss strategic priorities, and align on any adjustments needed for upcoming sprints. These sessions help ensure that we stay proactive in addressing challenges and continuously improve our delivery cadence.

Which processes / routine tasks have you improved / suggested improvement? What are the specific improvements suggested or made? a. Please refer to specific process maps and procedures for the processes you perform, manage, or have impacted, or if you have created a new process, please describe it. b. If suggested, please outline action steps to implement, include dependencies.

Employee Evaluation

Response: **Comprehensive enhancement list**, which was converted into actionable product backlog items:

- **Consolidated Inputs:** Pulled data all the product backlog items completed from the previous sprints to get the enhancements needed and have discussion with the team to verify the enhancements needed.
- **Validated Enhancements:** Checked for duplicates and confirmed which items were valid for UAT or future sprints. Also verified across the AUC page if the enhancements are still applicable based on the latest changes made.
- **Collaborated for Prioritization:** Worked with Development team, QA team and Technical Architect to align enhancements with sprint capacity and tech debt priorities.
- **Suggested PBIs:** Proactively proposed converting finalized enhancements into PBIs, especially when sprint capacity allowed.

Purpose and Benefit:

- **Systematized Improvement Tracking:** Ensured that all enhancement opportunities were documented and not lost in chat threads or informal notes.
- **Enabled Agile Planning:** Provided a ready-to-use backlog for sprint planning and stretch goals.
- **Improved Collaboration:** Fostered cross-functional alignment by involving QA, Devs, and product leads in the validation and prioritization process.

What other improvements have you suggested (sales, product, group interactions, etc.)? Please be specific.

Employee Evaluation

Response: **Generate Release Notes**, which has since become a reliable reference for deployed versions in UAT. This automation extracts and compiles critical deployment data that would otherwise require manual effort, including:

- PBI and Bugfix Numbers (with hyperlinks)

- Sprint Numbers and Dates
- AUC Features and Details
- OutSystems Release Version Numbers
- Descriptions and Parent Links

Purpose and Benefits:

- **Rollback Procedures:** By clearly documenting what was deployed and when, the team can quickly identify rollback points in case of issues.
- **Audit Trail:** The release notes serve as a historical log of all deployed backlog items and feature changes
- **Efficiency:** Automating the extraction of data from Azure DevOps (ADO) reduces manual work and ensures consistency.

What improvement opportunities exist to make your role more efficient? What ideas do you have to reduce waste or inefficient work? What are the required action steps?

Employee Evaluation

Response: To improve the accuracy and speed of high-level estimations, I initiated the use of **Windsurf AI** to generate early effort estimates for complex features—particularly in domains like portfolio management. This approach leverages AI to analyze relevant codebases, documentation, and historical backlog items to produce structured, data-informed estimates.

By integrating Windsurf into our estimation workflow, team enabled to:

- **Generate initial estimates** based on actual system complexity and past delivery patterns.
- **Create draft PBIs** with suggested acceptance criteria and effort sizing (e.g., T-shirt sizing or story points).
- **Use AI-generated estimates as a starting point** for collaborative refinement across development, QA, and product teams.

This not only reduced the time spent on manual estimation but also improved consistency and transparency in planning discussions. It also helped surface hidden dependencies and technical considerations early in the planning cycle.

Next step is to track estimation accuracy over time to continuously refine AI prompts and workflows.

What improvements have you made or suggested?: How did you positively influence the attitude of your colleagues? Please be specific.

Employee Evaluation

Response: **Improvements Made**

One of the key improvements I led was the automation of our Release Notes process. By developing a PowerShell-based tool that extracts deployment data from Azure DevOps and formats it into structured documentation, I significantly reduced manual effort and improved traceability. This initiative ensured that every deployment had a clear audit trail, supporting both rollback procedures and compliance needs. Additionally, I compiled and structured a comprehensive enhancement list, which was validated and converted into actionable PBIs. This helped streamline backlog grooming and ensured that user feedback was systematically addressed.

Positive Influence on Team Attitude

During Daily Stand-Ups and Retrospectives, I fostered a culture of openness by consistently sharing my own blockers and key takeaways. This approach encouraged others to engage more candidly where team

members felt empowered to voice concerns, offer suggestions, and actively contribute to continuous improvement.

What are your goals? What would you like to accomplish in the next six months? Please make your goals "SMART" - specific, measurable, attainable, relevant, and time-sensitive.

Employee Evaluation

Response: **Convert Release Notes Automation into a Windsurf AI Estimation Tool**

- **Specific:** Repurpose the current PowerShell-based release notes automation into a Windsurf AI workflow that generates high-level estimates from code and documentation.
- **Measurable:** Achieve a 50% reduction in manual release notes generation.
- **Attainable:** Build on the existing automation logic and integrate with Windsurf's MCP and Azure DevOps connectors.
- **Relevant:** Enhances backlog readiness and reduces estimation bottlenecks.
- **Time-Sensitive:** Complete conversion as soon as possible.

Finalize High-Level Estimates for Portfolio Management

- **Specific:** Complete and validate high-level estimates for all major features under the Portfolio Management module using AI-assisted workflows.
- **Measurable:** Deliver estimates for at least 10 key features, with 90% accuracy confirmed through team validation and sprint retrospectives.
- **Attainable:** Leverage existing documentation, code references, and team knowledge to support AI-generated estimates.
- **Relevant:** Supports better sprint planning, resource allocation, and stakeholder alignment.
- **Time-Sensitive:** Finalize estimates as soon as possible.

What are your goals? What would you like to accomplish in the next 2 years? Goals over the longer term can be more aspirational.

Employee Evaluation

Response: Over the next two years, my goal is to become a subject matter expert in one of the core functional areas of AUC—specifically, **Portfolio Management**. I aim to deepen my understanding of its business logic, data flows, and user needs so I can contribute more strategically to solution design, estimation, and delivery planning. By mastering this domain, I will be better positioned to guide technical decisions and ensure alignment between product goals and architectural direction.

Lastly, I aspire to grow as a **team mentor and leader**—someone who not only delivers but also uplifts others. I want to create space for collaboration, knowledge sharing, and continuous improvement by mentoring junior team members, and modeling a culture of transparency and initiative.

Process Maps: Please list the names of all process maps in the iGrafx platform that relate to your specific role. If applicable, please list the names of process maps that relate to your specific role which have yet to be created, so that you get credit for these as well.

Employee Evaluation

Response: As of the moment, there are no formally documented iGrafx process maps directly tied to my role. However, based on the scope of my responsibilities and the initiatives I've led, I've identified several key processes that should be mapped to enhance clarity, traceability, and cross-functional alignment:

AI-Driven Estimation Workflow (Windsurf Integration)

This map would outline the end-to-end process of generating high-level estimates using Windsurf AI—from code and documentation analysis to team validation and backlog integration.

Enhancement Intake and Conversion to PBIs

A process map capturing how enhancement suggestions are gathered, validated, and converted into actionable backlog items, including sprint planning checkpoints.

Release Notes Automation and Deployment Traceability

This would document the automated workflow for generating release notes, linking PBIs to UAT deployments, and supporting rollback and audit readiness.

Additional Feedback

Additional Feedback: Please feel free to tell us what else you would like us to know about your role in the company, or anything else on your mind.

Employee Evaluation

Response: In my current role, I've consistently taken initiative to improve team workflows, product delivery, and cross-functional collaboration. Beyond my core responsibilities, I've contributed to strategic efforts such as AI-driven estimation using Windsurf, and enhancement tracking—initiatives that have helped streamline planning and improve delivery accuracy.

Looking ahead, I aspire to take on broader ownership of product vision and roadmap execution, while also mentoring and enabling team members to grow in their roles. I want to be a leader who not only drives outcomes but also fosters a culture of trust, learning, and continuous improvement.

I'm particularly focused on becoming a subject matter expert in Portfolio Management within AUC. By deepening my domain knowledge, I aim to bridge the gap between business needs and technical execution—ensuring that what we build is both valuable and scalable.

These goals reflect my commitment to evolving into a strategic leader who can influence both product direction and team culture. I'm grateful for the opportunities I've had so far and excited about the path ahead.