Business Requirements Document

Proposed To

PROJECT DETAILS

PROJECT NAME		
Candidate Proposition for Business Analyst Role at SQA		
CREATOR		
Anirvan Vinod		
DOCUMENT NO.	DATE	VERSION NO.
AV-BRD-01	July 2025	1.0

1. EXECUTIVE SUMMARY SNAPSHOT

Purpose of the BRD

The purpose of this Business Requirements Document is to present Anirvan Vinod as a business analyst uniquely suited to support the Scottish Qualifications Authority's current priorities and its strategic evolution into Qualifications Scotland. This document outlines how Anirvan's experience, mindset, and approach align with SQA's transformation goals, offering practical solutions across stakeholder engagement, digital delivery, and process improvement.

Audience

This BRD is intended for the SQA recruitment panel (Lee-Ann Reid and Danny Carroll), operational leaders in Business Analysis and Application Solutions, and other decision-makers shaping the analytical workforce for Qualifications Scotland.

Project Details and Business Drivers

SQA is delivering qualifications while preparing for large-scale change, as outlined in the corporate plan and Transition Board minutes. The shift toward Qualifications Scotland requires professionals who can help rebuild trust, modernise services, and deliver on the ambition for inclusive and evidence-based education. This includes adopting new technology, engaging stakeholders more meaningfully, and transforming assessment methods.

Scope and Proposed Process

This document highlights how Anirvan would address these needs through structured

discovery, active listening, and co-creation of practical and measurable business solutions. His methodology includes stakeholder workshops, requirements documentation, workflow optimisation, and system impact analysis. Each step is tailored to SQA's dual focus on maintaining existing services and developing future capabilities.

Current Process Overview

SQA operates with established service models while piloting modernisation efforts such as digital awarding, revised qualifications portfolios, and learner-centric engagement. Business analysts are required to navigate both operational delivery and change implementation with clarity and accountability.

Functional Requirements Alignment

Anirvan's approach supports essential functions such as process mapping, journey modelling, stakeholder facilitation, systems analysis, quality assurance, and change documentation. His contribution would improve delivery consistency, support cultural adaptation, and help realise the future vision for Qualifications Scotland.

This BRD recommends Anirvan Vinod not only as a capable analyst but as a strategic hire who can bring clarity, initiative, and sustained value to the transformation journey.

2. PROJECT DESCRIPTION

This Business Requirements Document supports the strategic case for appointing Anirvan Vinod to a business analyst role within SQA during a critical transformation period. The purpose of this project is to enable SQA and its successor body, Qualifications Scotland, to achieve greater digital agility, stakeholder alignment, and process efficiency by embedding analytical leadership into ongoing reform efforts.

SQA is transitioning toward a new qualifications body while continuing to deliver a broad portfolio of national, vocational, and international qualifications. This dual challenge requires skilled analysts who can operate effectively within current operational frameworks while designing future-ready systems. The evolving mandate includes rebuilding educator and learner trust, transforming digital delivery, and ensuring governance, compliance, and workforce resilience under growing complexity.

The current processes still rely on established but increasingly outdated workflows, documentation practices, and stakeholder engagement models. While these systems continue to support service delivery, they must now be reviewed, modelled, and evolved to support a co-designed and evidence-led model under Qualifications Scotland. Risks related to accreditation, communication, digital readiness, and culture change have been acknowledged in recent Transition Board sessions and require hands-on mitigation from practitioners who understand both policy ambition and operational realities.

Anirvan Vinod brings unique contextual insight to this project. He has direct experience as a Supervisor within SQA's Marking Support team, where he contributed to process analysis, data integrity tracking, and workflow optimisation using ProMapp. His familiarity with internal systems, such as SharePoint and ProMapp, gives him a grounded understanding of how decisions are operationalised within SQA. This insider knowledge reduces onboarding time and enhances his ability to navigate internal dependencies and stakeholder pathways.

In addition to his technical and analytical strengths, Anirvan has worked across Agile, Iterative, Waterfall, and Continuous Delivery environments. He is proficient in business process modelling, stakeholder facilitation, and translating policy into operational design. His working style aligns with SQA's corporate objectives around being trusted, enabling, and progressive.

By embedding Anirvan Vinod into the business analysis function, SQA secures a practitioner who not only meets the functional requirements of the role but also brings proven alignment with the organisation's culture, tools, and transformation goals. His contributions will support the development of sustainable, user-centric systems that ensure a seamless transition into Qualifications Scotland while delivering measurable value to learners, educators, and partners.

3. PROJECT SCOPE

This project outlines the high-level scope of value that Anirvan Vinod would deliver as a business analyst within the Scottish Qualifications Authority, with a forward-looking lens on supporting the development of Qualifications Scotland. The scope has been designed to align with strategic deliverables outlined in the SQA Corporate Plan and Transition Board priorities, while also accounting for operational constraints and transformation timelines.

Anirvan's contribution would support digital innovation, improved user engagement, analytical clarity, and cultural reform during a time of high organisational complexity. His prior supervisory experience with SQA's Marking Support team, along with his understanding of ProMapp and internal systems, reduces onboarding time and enables him to intervene meaningfully from day one.

In-Scope Items

Item	Description
1	Mapping and improving internal business processes (including Marking Support and qualification delivery) using ProMapp and stakeholder feedback
2	Supporting digital transformation projects through structured requirements elicitation, journey mapping, and backlog preparation aligned to Agile and Continuous Delivery
3	Facilitating stakeholder engagement sessions to capture user needs across diverse teams including schools, appointees, learners, and policy leads

4	Developing and maintaining trackers for operational risk, quality assurance, and digital rollouts aligned with NextGen HN and Digital Awarding timelines
5	Supporting the Transition Programme by identifying dependencies and contributing to risk mitigation strategies raised at Transition Board level
6	Assisting in the implementation of performance reporting systems that support audit readiness, measurable impact, and continuous improvement
7	Co-developing training materials, knowledge transfer assets, and documentation required for handover and upskilling under Qualifications Scotland

Out-of-Scope Items

Item	Description
1	Governance restructuring or legal establishment of Qualifications Scotland (owned by Scottish Government)
2	Financial grant allocation or direct involvement in government budget submission
3	Accreditation policy design (though Anirvan can support process improvement within regulatory delivery)
4	Branding, external communications, or political representation on behalf of Qualifications Scotland
5	Human resources decisions such as restructuring, trade union negotiations, or performance management policy development
6	Procurement and supplier contract negotiations unrelated to business analysis workstreams

4. BUSINESS DRIVERS

This Business Requirements Document supports the case for hiring Anirvan Vinod by identifying five key business drivers shaping SQA's transformation. These drivers align with the strategic goals of SQA's Corporate Plan and the active Transition Board overseeing the establishment of Qualifications Scotland. Anirvan brings a unique combination of internal SQA experience, formal business analysis training, and a systems thinking mindset. His approach is not only technically sound but also culturally attuned to the evolving needs of the organisation.

Business Driver 1: Navigating the transition to Qualifications Scotland with continuity and clarity	The creation of Qualifications Scotland involves structural, cultural, and operational shifts. SQA is expected to maintain credibility in delivery while simultaneously reengineering processes, relationships, and internal values. Anirvan is well-positioned to support this transition because he has already worked within SQA as a Supervisor. His direct involvement with ProMapp, operational workflows, and the Marking Support team means he understands internal platforms, decision-making protocols, and dependencies. He can translate this operational awareness into structured business requirements and change readiness actions.
Business Driver 2: Embedding digital transformation across qualifications and services	One of SQA's stated ambitions is to modernise its digital delivery by increasing user-centric access to services, improving system performance, and reducing friction for learners and educators. The NextGen HN programme and Digital Awarding platform are major milestones in this shift. Anirvan brings digital-first thinking rooted in Agile, Waterfall, Iterative, and

	Continuous Delivery methodologies. He has supported digital adoption by identifying pain points, validating requirements across user groups, and ensuring that new systems are designed for inclusivity, accessibility, and value creation.
Business Driver 3: **Rebuilding trust and resetting engagement with learners and educators**	SQA's success depends on trust. This is not only about qualifications but also about how processes are experienced by users. The Transition Board has noted that change must be visible, authentic, and culturally felt. Anirvan's stakeholder engagement approach is both practical and empathetic. He listens actively, documents expectations accurately, and ensures feedback loops are closed with clarity. He has conducted interviews, user testing sessions, and end-to-end service design projects. His facilitation style builds confidence and ensures that stakeholder voices are embedded into technical and operational decisions.
Business Driver 4: **Supporting long-term sustainability and risk mitigation through structured analysis**	Qualifications Scotland will be subject to new governance, scrutiny, and performance expectations. From cyber resilience to income diversification and Equalities compliance, the operational risks are broad and evolving. Anirvan brings a data-literate, risk-aware approach that supports strategic foresight. He identifies dependencies, tracks business-critical metrics, and delivers actionable insights. His documentation is audit-ready and aligned to best practice standards. With Anirvan in the team, SQA can expect greater maturity in its analysis function, more

	consistent project delivery, and a stronger foundation for long-term transformation.
Business Driver 5: **Bridging technical requirements and non-technical decision making**	SQA's transition journey involves complex system integrations, new digital tools, and evolving regulatory frameworks. Many decisions will need to be made by teams with varying degrees of technical understanding. Anirvan brings a rare ability to translate technical concepts into accessible terms for business users, policy leads, and senior stakeholders. His proficiency in SQL, Python, Power BI, XML, API mapping, and data transformation allows him to grasp the technical reality quickly. But more importantly, he ensures that these technical elements are explained in a way that supports clarity, collaboration, and action across the organisation. This strength will help SQA deliver smarter, better-informed decisions at every level.

5. PRESENT PROCESS

The Scottish Qualifications Authority is currently managing two equally important priorities. On one hand, it continues to deliver core services such as assessment, accreditation, and quality assurance across Scotland's education system. On the other, it is moving steadily toward the establishment of Qualifications Scotland, a transformation that requires more visibility, alignment, and stakeholder trust. This dual reality creates a complex process landscape, one that demands thoughtful analysis and structured improvement.

The present environment is supported by highly capable internal teams. However, many of the workflows depend heavily on distributed knowledge, siloed documentation, and legacy tools. Insights often live in spreadsheets. Conversations carry institutional memory. Operational knowledge exists, but it can be fragmented and difficult to translate into scalable, testable requirements. The transformation is in motion, but progress sometimes relies on individuals filling in the gaps rather than on systems designed to connect them.

This is where Anirvan Vinod can add immediate value.

As a Supervisor within SQA's Marking Support Team, Anirvan has worked directly on critical workflows such as Ex 6 tracking, script processing audits, and performance reconciliation. He has managed the tools, built his own trackers when gaps were identified, and collaborated with cross-functional teams to verify, align, and improve live processes. His familiarity with platforms such as ProMapp, SharePoint, and Ivanti gives him an informed view of current-state challenges and opportunities.

Unlike external candidates who would require onboarding and background immersion, Anirvan already understands the internal architecture. He brings a business analyst mindset with real operational insight. He works from the ground up, starting with facts, listening actively to users, and then shaping requirements that reflect both system needs and staff experience.

SQA's current process is serviceable but evolving. What it needs is someone who knows how it works today and can contribute meaningfully to where it needs to go next. Anirvan Vinod offers exactly that combination.
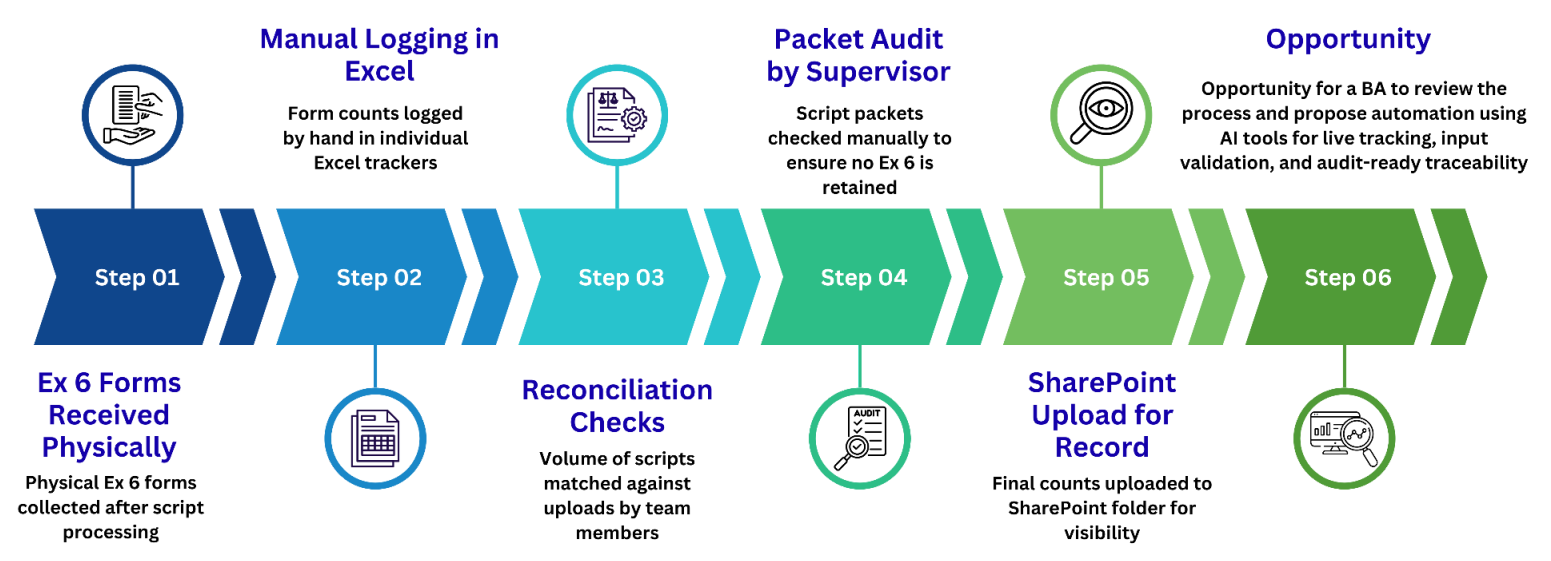
Current Ex 6 Workflow at SQA (Manual Process)

Manual Logging in Excel
Form counts logged by hand in individual Excel trackers

Packet Audit by Supervisor
Script packets checked manually to ensure no Ex 6 is retained

Opportunity
Opportunity for a BA to review the process and propose automation using AI tools for live tracking, input validation, and audit-ready traceability

Step 01

Step 02

Step 03

Step 04

Step 05

Step 06

Ex 6 Forms Received Physically
Physical Ex 6 forms collected after script processing

Reconciliation Checks
Volume of scripts matched against uploads by team members

SharePoint Upload for Record
Final counts uploaded to SharePoint folder for visibility

Figure 1: Current Ex6 Workflow at SQA (Manual Process)- Example created from my own analysis of the process.

6. PROPOSED PROCESS

Overview

This section outlines how Anirvan Vinod can directly support the transformation efforts of the Scottish Qualifications Authority and contribute to the successful formation of Qualifications Scotland. With a unique combination of technical knowledge, service delivery experience, cross-sector exposure, and internal familiarity with SQA systems, Anirvan represents a candidate who can deliver real progress from day one.

Strategic Fit and Contribution

Anirvan's capabilities map directly to the five corporate deliverables SQA is pursuing:

1. **Credible Qualification Systems**
   Anirvan has already worked within live operational environments at SQA. His contributions to Ex 6 processing, tracker alignment, and accuracy reconciliation reflect a rigorous mindset. He brings structure to ambiguity, and his work ethic supports the quality assurance systems that are central to SQA's credibility.

2. **Meeting User and Customer Needs**
   Where others might simply document requirements, Anirvan co-creates them with users. He builds systems around real-world processes and stakeholder input, not just templates. His approach to journey mapping and testable user stories reflects a deeper understanding of what different teams actually need to work better, faster, and more transparently.

3. **Sustainable Operating Model**
   Having built Excel query-driven reporting tools and automated trackers for operational data, Anirvan understands what sustainability looks like at the ground level. He does not propose large-scale changes without understanding their impact. His contribution lies in improving what exists, automating where possible, and supporting the transition to digital models backed by data accuracy.

4. **Workforce and Cultural Alignment**

   Unlike many external candidates, Anirvan is already embedded in SQA's working culture. He understands how decisions are made, what constraints teams work under, and how to build consensus across operational and digital roles. His values align with the Fair Work Framework, and he demonstrates inclusivity, respect, and accountability in every interaction.

5. **Trust and Communication**

   Anirvan's skill lies in making things understandable. He converts data models into visual flows, breaks down technical concepts for policy and operations teams, and ensures that stakeholder feedback always finds a place in the requirement set. This ability to facilitate across boundaries builds lasting trust, one workshop and one artefact at a time.

What Anirvan Does Differently

SQA is not just looking for a business analyst who can perform BA tasks. It is looking for someone who can partner in its transformation journey. This is where Anirvan stands apart.

- **Continuous Learning and Innovation**
  Anirvan is a lifelong learner. He actively studies AI in business analysis, automation potential in legacy systems, and modern data visualisation. His curiosity drives innovation, whether it is designing a better tracker or translating policy requirements into system features.

- **Multidisciplinary Experience**
  His background spans public sector operations, fintech, retail, and hospitality transformation. This diversity allows him to draw from many types of delivery models, communication practices, and technical tools. It also gives him adaptability — a critical trait when working in a rapidly evolving landscape like SQA's.

- **Internal Insight**
  Anirvan has worked within the SQA Marking Support team. He knows ProMapp, SharePoint, Ivanti, and the reality of cross-functional handoffs. This gives him an

execution advantage: he does not need to learn SQA's language or internal structure since he speaks it already.

- **Methodical and Proactive Mindset**
  He is not reactive. He identifies process gaps before they create problems. When numbers did not add up during Ex 6 cycles, he did not escalate blindly. He rebuilt the tracking system from scratch to provide auditability, accountability, and visibility.

- **Standing Out in a Competitive Pool**
  Other candidates may have more years of experience or specific technical frameworks under their belt. But Anirvan brings the unique combination of:

  - Contextual intelligence from his time inside SQA

  - A proven record of delivery with no need for supervision

  - A humble, team-first communication style

  - A growth mindset that embraces learning and feedback

  - A strong ethical foundation aligned with SQA's values

  - Technical skills grounded in real use: Lucidchart, JIRA, SQL, Confluence, Visio, and Excel

Process and Delivery Model

Anirvan's process is rooted in three steps:

1. **Understand Context Deeply**
   Through shadowing, interviews, and observation, he gathers the full picture and not just the headline problem.

2. **Create Meaningful Artefacts**

   Whether it is a swimlane diagram, backlog with acceptance criteria, or test plan linked to stakeholder needs, he builds with clarity.

3. **Deliver and Adapt**

   He collaborates with developers, testers, ops, and end users to iterate on what works. Feedback is not just accepted but integrated, because continuous improvement is his baseline.

Why This Process Works for Qualifications Scotland

SQA and Qualifications Scotland are not just looking to update systems, they are looking to rebuild trust, modernise access, and reshape engagement with learners and educators.

To do this, they need analysts who:

- Understand the current operational terrain

- Can model future-state processes

- Facilitate open dialogue without overcomplicating it

- Build systems that empower, not overwhelm

- Communicate clearly with every audience involved
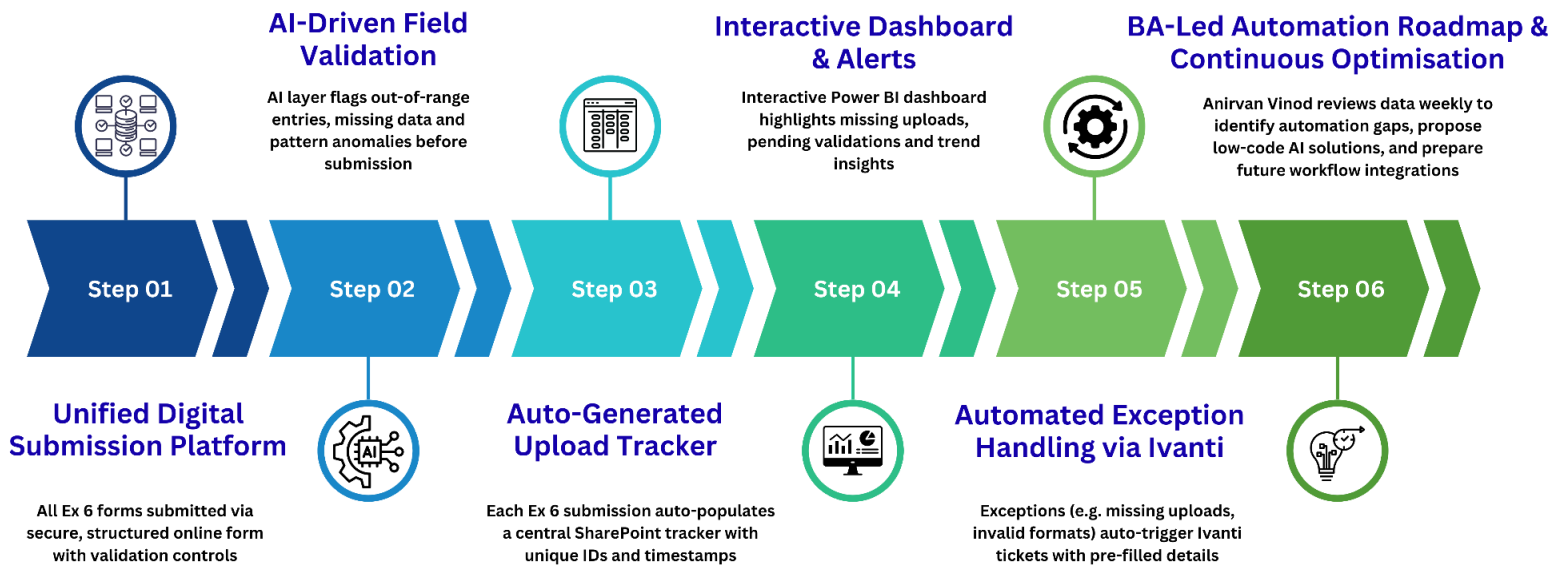
Enhanced Ex 6 Workflow (Post-Anirvan View)

AI-Driven Field Validation

AI layer flags out-of-range entries, missing data and pattern anomalies before submission

Interactive Dashboard & Alerts

Interactive Power BI dashboard highlights missing uploads, pending validations and trend insights

BA-Led Automation Roadmap & Continuous Optimisation

Anirvan Vinod reviews data weekly to identify automation gaps, propose low-code AI solutions, and prepare future workflow integrations

| Step 01 | Step 02 | Step 03 | Step 04 | Step 05 | Step 06 |

Unified Digital Submission Platform

All Ex 6 forms submitted via secure, structured online form with validation controls

Auto-Generated Upload Tracker

Each Ex 6 submission auto-populates a central SharePoint tracker with unique IDs and timestamps

Automated Exception Handling via Ivanti

Exceptions (e.g. missing uploads, invalid formats) auto-trigger Ivanti tickets with pre-filled details

Figure 2: Enhanced Ex6 Workflow at SQA (Post-Anirvan View)- Example created from my own analysis of the process.

7. FUNCTIONAL REQUIREMENTS

I reviewed SQA's corporate plan and related online materials, then used my own analysis and creativity to outline each area's "As-is" process alongside the "To-be" requirements needed for a smooth transition to Qualifications Scotland.

Engagement Portal

- As-is: Requirements and feedback are gathered through shared documents and group meetings.

- To-be: Elicit and document detailed business requirements and user roles, model the end-to-end collaboration process, define functional and non-functional specifications (version control, comment threading, action-item tracking), and establish acceptance criteria and KPI targets for portal adoption.

Digital Qualification Access

- As-is: Learners and educators access qualification materials and past papers via the SQA website and email distributions.

- To-be: Develop a use-case catalog covering marked papers delivery, coursework submission, and results lookup; define data and security requirements for role-based access; specify wireframes for platform screens; and agree success metrics for usability and performance.

Standards Mapping Matrix

- As-is: Legacy SQA units and new Qualifications Scotland standards are documented in spreadsheets for reference.

- To-be: Create a functional specification for an interactive mapping tool (filter, bulk update, export), capture data rules and validation logic in a data dictionary, and define

testing scenarios to ensure every standard and unit is mapped correctly.

Change Request Workflow

- As-is: Qualification updates and tweaks follow a documented process with email notifications and scheduled review meetings.

- To-be: Map the current change-request process in BPMN, gather stakeholder requirements for each workflow stage, specify system requirements for routing, approvals, audit logging and notifications, and produce a traceability matrix linking requests to impact analyses.

Progress Dashboard

- As-is: Transition milestones, portfolio reviews and risk indicators are tracked in project plans and shared as periodic slide decks.

- To-be: Define KPIs and dashboard requirements, document data source mappings, produce mock-up wireframes, and detail update frequency and user permission levels, then establish acceptance tests for data accuracy and visualization clarity.

Notification Service

- As-is: New Qualifications Scotland guidance is shared via internal bulletins and email alerts.

- To-be: Capture requirements for event-driven notifications, specify message templates and distribution lists, document SLA for delivery (within one hour), and define monitoring and reporting requirements to measure timeliness and open-rate metrics.

Onboarding Tracker

- As-is: Team training and transition milestones are recorded in the learning management system and monitored by managers.

- To-be: Gather user stories for training assignments and reminders, define integration points between LMS and reporting dashboard, specify data fields for completion status, and agree acceptance criteria for automated reminder schedules and dashboard roll-up reports.

8. NON-FUNCTIONAL REQUIREMENTS

I reviewed SQA's Corporate Plan and Transition Board minutes to identify the key system qualities we'll need beyond the core features. Below are the non-functional requirements (NFRs) that will ensure the new solutions not only work, but also meet expectations for performance, security, accessibility, and maintainability.

ID	REQUIREMENT
NF1	**Performance & Scalability**: Portal and dashboards must support at least 500 concurrent users with page loads under 2 seconds and scale automatically during exam/results peaks.
NF2	**Availability & Reliability**: All services (portal, mapping tool, notifications, dashboard) must maintain 99.9 % uptime, with automated failover and disaster-recovery procedures.
NF3	**Security & Compliance**: All data must be encrypted in transit and at rest; role-based access controls must enforce least-privilege; solutions must meet GDPR and Scottish Public Sector Cyber Resilience Framework standards.
NF4	**Accessibility**: Interfaces must comply with WCAG 2.1 AA guidelines to ensure full access for users with disabilities, including keyboard-only navigation and screen-reader support.
NF5	**Usability & Responsive Design**: All user interfaces must be tested with representative learners and educators, with a target System Usability Scale (SUS) score ≥ 80, and must render correctly on desktop, tablet, and mobile.

NF6	**Maintainability & Extensibility**: Codebase and configuration must follow modular design and documented APIs; new standards, qualification types or workflow stages should be configurable without major rewrites.
NF7	**Auditability & Traceability**: All user actions, mapping edits, change-request steps and notification events must be logged with timestamps, user IDs and change reasons, and retained for at least 2 years.

9. REFERENCES

NAME	LOCATION
A Prospectus For Change - SQA Corporate Plan	https://www.sqa.org.uk/sqa/112288.html
Qualifications Body Transition Board minutes - January 2025	https://www.gov.scot/publications/qualifications-body-transition-board-minutes-january-2025/
Qualifications Body Transition Board minutes - February 2025	https://www.gov.scot/publications/qualifications-body-transition-board-minutes-february-2025/
Microsoft Azure Service Level Agreement	https://www.microsoft.com/licensing/docs/view/Service-Level-Agreements-SLA-for-Online-Services?lang=1
GDPR Overview	https://gdpr.eu/what-is-gdpr/
Scottish Public Sector Cyber Resilience Framework	https://www.gov.scot/publications/scottish-public-sector-cyber-resilience-framework-v2-0/
Web Content Accessibility Guidelines (WCAG) 2.1	https://www.w3.org/TR/WCAG21/
ISO/IEC 27001:2022	https://www.iso.org/standard/78175.html
ISO/IEC 25002:2024	https://www.iso.org/standard/27001
The Business Analysis Standard	https://www.iiba.org/career-resources/a-business-analysis-professionals-foundation-for-success/the-foundation-for-effective-business-analysis/

10. APPENDIX

What have my managers said in the past?

From: DeFeo, Andrew (US) <Andrew.DeFeo@RalphLauren.com>
Sent: Tuesday, January 31, 2023, 6:51 AM
To: Vinod, Anirvan (AS) <Anirvan.Vinod@RalphLauren.com>
Cc: Gangappa, Ekantaraju (US) <Ekantaraju.Gangappa@RalphLauren.com>
Subject: Appreciation!

Hey Anirvan,

I just wanted to drop you a quick note to say thank you for all your work as our Business Analyst over the past six months. You have been instrumental in turning high-level ideas into clear, practical requirements, and your process models have helped the team stay on track. Your careful organisation of the backlog has meant we never lose sight of what matters most, even when deadlines have been tight. I've also been impressed by your technical skills. Your use of SQL to pull and analyse data has been invaluable for validating our assumptions, and those Power BI prototypes you put together gave everyone a much clearer picture of progress. Your configuration of our Jira workflows has saved us countless hours and reduced confusion across the team. On top of that, your communication is spot on. You flag potential risks early, ask all the right questions, and keep everyone up to speed without overwhelming them with detail. Thank you for everything you do. Your attention to detail and positive attitude make a real difference and I'm grateful to have you on the team.

Thanks,
Andrew DeFeo

From: Gangappa, Ekantaraju (US) <Ekantaraju.Gangappa@RalphLauren.com>
Sent: Tuesday, January 31, 2023 10:45 PM
To: Vinod, Anirvan (AS) <Anirvan.Vinod@RalphLauren.com>; DeFeo, Andrew (US) <Andrew.DeFeo
Cc: Gupta, Vijay (US) <Vijay.Gupta@RalphLauren.com>; Shivakeerthi K. <Shivakeerthi_K@infosys.c
Subject: RE: Appreciation!

[**EXTERNAL EMAIL**]
Hi Anirvan,

I completely agree with Andrew. Thanks for all your support and keep up the good work.

Regards,
Ekant

From: Shivakeerthi K. <Shivakeerthi_K@infosys.com>
Sent: Tuesday, January 31, 2023 10:50 PM
To: Gangappa, Ekantaraju (US) <Ekantaraju.Gangappa@RalphLauren.com>; Vinod, Anirvan (AS) <Anirvan.Vinod@RalphLauren.com>; DeFeo, Andre <Andrew.DeFeo@RalphLauren.com>
Cc: Gupta, Vijay (US) <Vijay.Gupta@RalphLauren.com>; Konaje, Prashantha (US) <Prashantha.Konaje@ralphlauren.com>; Kaushik Dey <kaushik.de Kulkarni <chidambar.kulkarni@infosys.com>; Arjun Nair <arjun.nair02@infosys.com>
Subject: RE: Appreciation!

Hi Anirvan-

Good job in picking up on system/business knowledge and getting appreciation from Andrew. Thanks for all your efforts. Keep up the good work.

Regards,
Shiva

Rating Details

Rating	Manager Comments
Commendable	Able to handle a track independently. Able to gain client confidence in short span of time. Co-ordinates well with other teams and help/contribute to others in the team. Has good communication skills and diligent towards work

Competency Details

Competency Name	Competency Description	Rating
Technical work expertise	Has sound practical and theoretical knowledge of work	Proficient
Domain & functional knowledge	Explores the application of new trends in the function/domain	Proficient
Collaborate to enhance teamwork	Initiates and drives interaction with teammates	Proficient

From: Shari Sasidharan <shari.sasidharan@infosys.com>
Sent: Tuesday, January 31, 2023 8:41 PM
To: Sudhakar S. Subramanian <Sudhakar_Subramanian@infosys.com>; Jagannadha Rao Kavuluri <JagannadhaRao_K@infosys.com>; Prashantha Konaje <Prashantha_Ko
Cc: Anirvan Vinod <anirvan.vinod@infosys.com>; Arjun Nair <arjun.nair02@infosys.com>; Mohan S <mohan.s14@infosys.com>; Antojenson Alexander <antojenson.a@
Subject: FW: Appreciation!

Hi All,

Please find below the appreciation note from Andrew – Applications Development Analyst from Ralph Lauren to Anirvan for his good work in RL Foundation program.

Great work Anirvan! Truly appreciate your dedication and hard work. Keep it up!

Regards,
Shari