

Our University Individual Objective letter

**Please add # of point under the 3 key objectives. The total amount of points must be 100.**

**Please Date, Sign as well as your manager, and send a copy to Paola Bottaro.**

1. **Excel** inbringing business value through formalizing and packaging business content aligned to the 3 year people plan (50 points)
   1. Identify ways to create the least time consuming, yet effective learning interventions for the particular business requirements. (This could include prototyping tools, existing content, recommending external content etc.This also includes taking remedial measures with PMs to ensure that the project plan is adhered too.)
   2. Work with NGL Lab PMs and CDs to play a more advisory/learning expert role in front of the client – push back on stand taken by all stakeholders. (This can be done through demonstrating our learning expertise in terms of examples, case studies and stories. Escalate to CD/ExCom as and when required.)
   3. Revisit the design of training programs based on evaluation scores and share gatherings/findings with other members of NGL D&I to ensure proper action on all aspects of design and development.
   4. Closely monitor projects through internal D&I kick-offs, peer reviews etc to manage quality related incidents.

1. **Focus** on reinforcing University’s learning expertise through strengthening ourselves and our eco-system (40 points)
   1. Work with team lead to level out knowledge of learning interventions not designed previously (for example F2F). Step up and move out of comfort zone to ensure new learning trends and innovation is piloted in the lab.
   2. Work with NGL PMs to understand what Agile methodology is for the project lifecycle and the implement it in our project design, build and deploy phases.
   3. Keep our content curation catalogues updated so it’s easier to curate first and create second. Use our content curation POV to ensure that process for content curation is followed.
   4. Create best practices and enhancements for virtual classroom training by piloting new methods to increase learner engagement and interactivity.
2. **Re-Invent** the University to boost the Group’s capability to become a pioneer of our industry in a digital world through applying a start up mentality, an outside/in approach and disruptive ways of working-
   1. Use the delivery channel POV at the kick off stage of a project along with PMs so we can help the clients choose the right delivery channel for their business requirement. (10 points)

Rekha Mohanty

27th April 2015 Manager’s date + signature



Build your KPIs

Your KPIs need to be SMART – Specific, Measurable, Achievable, Realistic, Time-limited – and agreed with your manager.

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| --- | --- | --- |
|  | Description | Target |
| KPI 1 | **EXCEL: Quality Assurances:**   1. All project plan review phases to be defined and signed off at kick-off of a project (no variations unless approved for special cases). 2. All review changes that come back in Alpha and Beta contain only 10-15% of defects (other changes must qualify as enhancements and hence scope creep). 3. All storyboards to be peer-reviewed before delivery. 4. All projects to have some sort of evaluation built in 5. Good learning experience through ‘like-it’ feedback. Measure the learning experience and take action in % of the courses when its score dropped below 4.0 6. Create new POVs in a year. 7. Come up with an innovative way to create POVs. | 80%  95%  95%  99%  95%  2  3 |
| KPI 2 | **FOCUS: Learning Trends and Innovation:**   1. Follow rapid prototyping for user testing and acceptance for non-traditional learning courses (e.g. HTML5) 2. Implement new learning trends for at least half of all projects owned in the year. 3. Design atleast one face-to-face program in a year – work with team lead and NGL Lab director to make this happen. 4. Pilot new virtual classroom design in at least 2 courses 5. D&I will involve end users in % of the product design. 6. Contributing of NGL to campus learning designs. | 5  95%  95%  95%  50%  1 SBU, 2 Cross SBU (1 Learning Catalogue, 1 Hot topic event, and 1 Sector specific |
| KPI 3 | **RE-INVENT: Externally focused approach:**   1. All courses produced to follow NGL ID guidelines (refer to NGL-ID-guidelines-for-eLearning\_v1.0.pdf). 2. Work with all University departments to improve quality (reviews, technology) and speed to market (new technologies, implementation) of all our learning deliveries 3. Demonstrate learning expertise better tact/ diplomacy more presecriptive/ push back 4. All NGL LAB attend 2 MOOCS (Design thinking and one more) | 80%  60%  95%  2 |