

# Douglas Bothwell

Year End Performance Review 2023

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## 1. Functional / Technical Skills

How did the employee perform in the past year? Comment on their accomplishments. Think about scope and impact, actions, customer focus, business insights and managing complexity.



Doug's work had a huge impact during this review period. Although he was hired to be a CD writer, he pivoted to being a CI writer when the team needed someone for CI. He applied himself in learning CI concepts and made significant contributions to the CI docs. After a few months on CI, he moved to STO to fill a need there. Again, he learned about STO and started to fill out the STO docs, which had been neglected for a while. Then, when our replacement CI writer left, he again picked up CI work while we searched for a new writer.

In addition to all of Doug's contributions to content, he made a huge impact by leading the effort to migrate the docs to Markdown. Doug volunteered to write scripts to assist writers with the migration. He spent countless hours creating and honing the scripts. After the scripts were tested, he migrated a significant amount of of content. He wrote detailed instructions for other writers to use the scripts and provided many hours of technical support to writers when they encountered problems with their migrations. Doug's efforts with the migration enabled the team to migrate all of the content on a tight deadline. The migration was part of a company-wide initiative to create the Harness Developer Hub, so his work had a huge impact on both the docs team and the company as a whole.

Everyone on the docs team has expressed their gratitude for Doug's work and assistance. We are lucky to have Doug on our team.

## 2. Communication/ Collaboration

How did the employee work cooperatively and effectively with others to achieve common goals?



Doug works well with everyone. He communicates clearly with his assigned teams and with other writers. He doesn't hesitate to set up demos to get feedback on content and presentation.

Additionally, Doug has been an onboarding buddy to several new writers. Onboarding at Harness can be

overwhelming, but his calm demeanor has helped new writers become comfortable with the teams, tools, and processes at Harness.

### 3. Leadership

Did the employee convey information and express thoughts and facts effectively to others? Did they demonstrate effective use of listening skills and openness to other people's ideas and thoughts to drive to a solution?

Did Not Meet Ex-  
pectations

Met But Sometime  
Missed Expecta-  
tions

Meet Expectations

✓

Often Exceeds Ex-  
pectations

Always Exceeds  
Expectation

Doug's leadership in the docs migration project was phenomenal. He took ownership of the project and ran with it.

He is open to receiving feedback and often provides feedback and makes suggestions for improvements privately. I want to encourage Doug to be more vocal in team meetings. The entire team could benefit from Doug's ideas.

### 4. Living the Values

How did the employee demonstrate and apply company values to their work?

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Doug demonstrates all of the Harness values. I will highlight a few here. During this review period, he definitely demonstrated the Get Ship Done value by simultaneously handling documentation for two modules and leading the docs migration project.

Additionally, Doug is always humble and he always remembers the human. He is kind and respectful to everyone he interacts with.

5. Career Goals & Development

What growth-oriented feedback would you like to provide to your employee?

Doug has done a good job of learning about STO, but he should continue to improve his knowledge of the STO module and concepts and best practices around software security testing.

Additionally, Doug should spend some time becoming more familiar with style standards so that he can adhere to the Harness voice when writing.

6. Overall Performance Rating

\*Enter your employee's Overall Performance Weighted Rating from the WORKSHEET. We recommend you download the WORKSHEET from the Instruction section on the top of this form.



## 1. Functional / Technical Skills

Describe how you performed in the past year. Share your accomplishments. Think about scope and impact, actions, customer focus, business insights and managing complexity.

### Developer Hub migration

- Wrote, tested, and deployed the migration scripts to convert HTML topics to markdown, download images, and update links to graphics, topics, and categories
- [Rashmi recognition Jan 16](#): "Thank you, Doug! Your contributions made the migration process easy."

### CI docs

- Looping strategies: Matrix, Parallelism, Best Practices
- Build infrastructure setup docs: MacOS with Anka registry (in progress), Docker, AWS, Azure, GCP, MacOS on AWS, MacOS standalone, Windows on Kubernetes
- Misc new topics (highlights): Optimizing CI build times, Codebase configuration, Run DinD in a CI stage, Clone and process multiple codebases in the same pipeline, Run a Drone plugin in CI, Share CI data across steps and stages, CI build image updates, Manage Input Sets and Triggers in Git Experience, Configure a Kubernetes Build Farm to use Self-Signed Certificates
- Refactoring/expansion/improvement/updates of legacy CI docs

### STO docs

- Wrote onboarding docs (set up a pipeline, tutorial 1, tutorial 2) from scratch for initial GA release
- New how-to's: Run orchestrated scans, ingest scan results from supported scanners and JSON, Setting up exemptions (ignore rules)
- New scanner reference topics: Aqua Trivy, Bandit, Grype, SonarQube, Veracode, ZAP

**Misc** -- Tooltips, CI and STO release notes, SMP release notes (first half of 2022)

## 2. Communication/ Collaboration

Describe how you worked cooperatively and effectively with others to achieve common goals. Describe how you participated in building a group identity characterized by camaraderie, trust and commitment.

- Wrote an extensive migration guide for other writers to run the scripts and perform manual updates
- Acted as SME with other writers to help them with migration issues
- Collaborated extensively with Kim, Ravi, and Wei to finalize GA launch of Developer Hub
- "Onboarding buddy" for new US writers: Lavanya, Katherine, Thomas, April

## 3. Leadership

Describe how you conveyed information and expressed thoughts and facts effectively to others. How did you demonstrate effective use of listening skills and openness to other people's ideas and thoughts to drive to a solution?

- Wrote, tested, and deployed the doc migration scripts, independently and entirely on my own, without anyone asking me to do it. Initiative! And they WORKED!
- Volunteered to migrate the FirstGen docs to ensure we met the deadline for Developer Hub to go GA
- Took ownership of CI and STO docs, working directly with PM and Engineering management, with minimal supervision and oversight

## 4. Living the Values

How did you demonstrate and apply company values to your work? Which Harness value or values best describe you?

- Get Ship Done -- Juggled CI, STO, and HDH deliverables throughout the second half of 2022
- Continuously Improve -- Always used a feature and went through a workflow myself to make sure it worked as intended before publishing the docs. When I had trouble documenting CI topics (because I couldn't get through the workflows or the features didn't work), I notified CI leadership (Nofar, Dinesh, Rajatha) and provided a workflow for ensuring that the features work as intended and that I could document them effectively. This was a significant issue in CI due to a lack of QA resources. See [this comment](#) and related slack thread in DOC-1693.
- Remember the human -- Have done everything I can to onboard other writers and help them with migration and other issues.

## 5. Career Goals & Development

What growth-oriented comments about your performance and development would you like to provide to discuss with your manager? How can your manager or Harness provide support for your development?

- Learn more about security scanning and orchestration in general.
- Expand/improve the STO docs so that they have parity with other, more mature doc sets
- Am also interested in working on other modules, once the STO docs are fleshed out and assuming I have the bandwidth. For example, I understand there's an Infrastructure-as-Code-related module which sounds very interesting and in line with my background and previous work (ie, setting up CI build infrastructures)

# Responses overview by question

## 1. Functional / Technical Skills

Describe how you performed in the past year. Share your accomplishments. Think about scope and impact, actions, customer focus, business insights and managing complexity.

DB

Douglas Bothwell Self

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**KF** **Kimberly Fields** Manager

RATING

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