Gearing up for th

e IT split to happen

.

Name:

Jess Beattie

Manager/Supervisor:

Blair Doherty

Date:

5

/0

8

/2020

Overview:

*(*

*what is the current operating context for the organisation/team?*

*)*

**1.**

**LAST MONTH**

**2**

**.**

**NEXT MONTH**



**3**

**.**

**CLARITY**

**4**

**.**

**AGREED ACTIONS**

*Achievements against last*

*month’s*

*goals. How did you go? What went*

*well? What didn’t?*

-

*Amazing*

*, terrific job with the*

*new*

*phones*

*, organising them*

*,*

*getting documentation put toge*

*ther*

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-

*Y*

*o*

*u*

*have a huge strength when it comes to organising and*

*wr*

*iting*

*documentation*

*.*

-

*Figur*

*ing*

*out*

*things yourself with research.*

*licenses in reg*

*i*

*stry,*

*SOS*

*Lab*

*label*

*printer*

*,*

*file explorer crashing*

*.*

-

*Challenges for the month ahead*

*:*

*business/operational, priorities,*

*values/behaviours, main personal challenge.*

-

*Keeping up with*

*tickets*

*, knowing how to solve them.*

-

*May be*

*helpful to do tickets out of room for a b*

*it*

*(*

*/*

*30*

*mins at a*

*60*

*time)*

-

*Have more breather breaks during the day to refresh.*

*From box 2, what is going well? What could hold you back? What are you*

*missing? How is the pressure? What support might you need?*

-

*High Pressure*

*, a lot of things to do with*

*gear*

*replacements*

*and*

*tickets piling up*

*not enough t*

*ime in the day.*

-

*Interested*

*in System*

*Administration*

*as a potential career path.*

*Establish your*

*agreed actions*

*for box 2*

*–*

*what will you keep doing, stop*

*doing, start doing? What do you need to do in the next 48 hours to get*

*started?*

-

*Prio*

*rit*

*ise tickets*

*over the gear build.*

-

*Look at sys admin stuff*

*in plural sight time.*

Managers comments

:

*(*

*and ch*

*eck back for shared understanding)*

*Love the work your doing, keep it up come to me if you*

*have any concerns*

*,*

*issues*

*or*

*need help.*

**Monthly Performance Reflection (MPR)**