Graphical user interface

Description automatically generated

END OF LEARNERSHIP PERFORMANCE REVIEW FORM

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| **Employee Record** | | **Review milestones** | |
| Employee Name: | Kakooza Allan Klaus |  |  |
| SAP Number: | A241907 |  |  |
| Position Title: | RPA Developer |  |  |
| Grade: |  |  |  |
| Line Manager name: | Joel Muhumuza |  |  |
| Line Manager Title: | CEO |  |  |

**REVIEW**

* To be completed by employee

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| Goals/Development Areas | Actual performance against target (work assigned to the staff) | | Employee Comment | | Manager Comment |
| UiPath Proof of Concept | Proof of technology to the Group for UiPath to be added to the Automation Toolbox of the Group | | * This piece was fantastic, and I learned a lot from it, the most important of which was patience. Some things were slow, but I was expected to deliver, such as the UAT environment setup. The resources that were allocated gave me a hard time, but I was able to overcome it. * When I first earned my UiPath Diploma, I talked to Emma about getting me a project, which he did because I needed to put my skills on to test and it always seemed like I was looking out for myself because the Team Leaders weren't always aware of what was going on in Robotics. * Finally, I want to thank Dr. Haruna for making the vision of UiPath clear to me since having the end goal in mind kept me going even when things were rough. I also want to thank Joel Muhumuza for assisting me with escalations that I sent out to make UiPath a reality. | |  |
| Vivo and Total Invoicing Process | Automating the invoicing process and send out an email t the concerned parties | | * I worked on the entire automation end to end. * Still pending deployment due to governance documents (MOU). | |  |
| UiPath Infrastructure SetUp | Setting up the UiPath environment on the Bank Servers | | * It took us about two weeks to get this one ready; it was more of a learning experience because we were guided through the installation process by UiPath resources, which broadened my understanding of the entire development life cycle of UiPath. | |  |
| SUHL Dividend Payment Solution | Development of an automation | | Still at the discovery stage for the automation piece. | |  |
| Provision of access to the UAT environment and PROD environment | Accessing the environment | | I can't tell you how proud I am of myself for being able to access the servers despite being outside the bank.  Due to the MOU, I have full access to the UAT but not to the PROD. | |  |
| Testing the Vivo and Total Invoicing Process in the UAT environment | Carryout the different tests for the different scenarios | | Although there are some technological roadblocks, am still working on it. | |  |
| Deployment of the Vivo and Total Invoicing Process in the PROD environment | Having the automation in the PROD environment | | The due date was set for next week, however it is very dependent on the MOU. I may be able to find a solution because it is a POC project that isn't being priced, but we will need the MOU signed in the future to ensure seamless onboarding of new projects. | |  |
| Agent Commission Process Automation |  | | Having a meeting with the process owner this week but the main blocker that’s hindering my progress is the governance piece still. | |  |
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| Behavioural | | Employee comment | | Manager’s comment | |
| Serving our customers and clients Meeting customers’ and client’s needs: I make every effort to understand and fulfil the needs of my internal and external customers and clients. The relationships I establish help customers and clients to feel valued and appreciated and reflect good business practices. | Yes, I did do that, especially with external customers with whom I developed fantastic ties that are still going strong now. | | | |  |
| Growing our people Accepting development opportunities: I accept responsibility for my own development so that I can reach my full potential; and I jointly determine appropriate developmental activities with my direct leader; AND  Inspiring others to develop I instil in others a curiosity for new knowledge, experiences and challenges, and help team members to create development opportunities for the achievement of their full potential. | I'm not sure if I should be vetting myself on this piece, but I believe I did a good job of it, though not to my expectations. If I had an internal team to work with, I could do it even better, but for more information, please contact Emmanuel Odur ([OdurE@stanbic.com](mailto:OdurE@stanbic.com)) and Vincent Ssebudde ([VincentS@stanbic.com](mailto:VincentS@stanbic.com)) . | | | |  |
| Delivering to our shareholders Delivering long-term returns: I ensure that the work I produce meets the criteria to achieve a high level of productivity which contributes to long-term returns for our shareholders.  Achieving targets: I dedicate the required time and energy to achieving and surpassing agreed targets/goals and encourage others to do the same. | In regard to this piece of delivery, I completed a proof of concept project for the Point of Sale Department, where the Process Owner is Kalibbala Timothy([kalibbalat@stanbic.com](mailto:kalibbalat@stanbic.com)) , as well as a POC project for SBG Securities([ampaires@stanbic.com](mailto:ampaires@stanbic.com)) , which I believe will result in a large number of RPA projects for us in the near future, now that people are aware of RPA's capabilities.  I've also lately been handed a project for Agent Commission Process Automation, but the governance paperwork that must be completed by FlyHub Uganda Limited and Enterprise Data Office are preventing me from progressing. | | | |  |
| Being proactive Anticipating changes: I anticipate changes in work tasks, situations, and the environment, and actively use new situations as opportunities to achieve results.  Considering impact: I consider all possible impacts my actions may have when improving my work outputs. | Concerning being proactive, I would say that for starters, I learned it from seeing others when you press into solving a problem just to find out that the effort you put in was all in vain, such as with the Saccox project.  This year, after completing the UiPath Academy's Business Analyst and Solution Architect Certifications, I kept the entire development life cycle in the back of my mind, knowing that the actual building of the solution comes last after a series of meetings with process owners, so you don't waste any velocity for nothing, which can even lead to gas loss for the developers doing the actual implementation.  So with that in mind it helps a lot in the decision making. | | | |  |
| Working in teams Working interdependently: My best results are achieved when working with or through my team and, where applicable, a number of diverse teams across the Group.  Valuing teams: I value the talents of others, demonstrate commitment to my team, share important or relevant information, and contribute to the achievement of our goals. | I could be incorrect, but to the majority of my FlyHub co-workers, I appear to be a lone worker, which is not the truth, and I enjoy teamwork as well as assisting others in their growth.  Emma, Vincent, and Dr. Haruna are among the colleagues with whom I've been working closely. | | | |  |
| Constantly raising the bar Having the confidence to achieve ambitious goals: I strive for the achievement of ambitious goals, as an individual and within teams. I ensure that my actions and decisions demonstrate a commercial mindset.  Celebrating success: I acknowledge our successes but continually strive for excellence and continuous improvements. | This year, I made a goal for myself to become UiPath certified. I haven't achieved it yet, but I'm working on it.  I completed the RPA Developer Foundation Diploma last year.  This year, I'm studying RPA Developer Advanced, which I'll complete this week.  On the UiPath Academy, I earned further certificates in Business Analyst, Solution Architect, and Orchestrator Management. | | | |  |
| Respecting each other Building relationships: I actively build trusting and productive relationships with people at work, regardless of their cultural backgrounds or viewpoints.  Showing respect: All my actions demonstrate that I respect and embrace the bank’s values and those of all the people with whom I work. I fully understand and accept my rights and responsibilities in the Standard Bank Group. | According to me, the first step in demonstrating respect is greeting people when I see them for the first time in a new day, which I try to do in addition to other characteristics such as listening to someone's opinion in other words, being open minded even if you disagree with them doesn't mean you don't have to listen to them, and so on. | | | |  |
| Upholding the highest levels of integrity Being true to myself: I always do what I say I will do, even when I am under pressure.  Demonstrating integrity: I work in an open, transparent and respectful way and I uphold the rights and feelings of all those I work with, including the bank’s customers.  Understanding regulatory requirements: I demonstrate a full knowledge and understanding of all regulatory rules and principles relevant to my role. I adhere to both the letter and the spirit of applicable regulatory rules and principles. I comply with internal policies and procedures and escalate or whistle-blow potential risks and concerns when I identify them | I remember when I initially joined, and Doc kept asking who wanted to join Robotics. I was apprehensive at first because just learning Spring Boot and Vue Js was a lot for me, but afterwards, I made up my mind and signed up for it.  I was given two weeks to complete the certification, which I completed.  The pressure was too much, but I continued pushing even when things seemed difficult, and some said UiPath was gone, and that WorkFusion and Python were the only Automation Tools accepted by the Group, but now we're working on a UiPath Centre of Excellence.  Thanks to the entire team with whom I worked, as well as Doc. | | | |  |
| Development Area(s) | Agreed Action | | Start Date | | End Date |
|  |  | |  | |  |
| Employee’s signature and date |  | | | | |
| Manager’s signature and date |  | | | | |

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| **Performance Completion** | |
| Summarize the employee’s performance and progress over the period |  |
| Is the employee’s appointment to be confirmed? Please give reasons. |  |
| The employee may provide any comments about their experience of the learnership process here | The learnership process has been an amazing experience for me and being my first time working with a well-established organisation like FlyHub, I've learned a lot about governance, escalations, even formal email writing, patience, and meeting a lot of influential people in the technology world, which I consider a plus to my career path.  And during that time, I learned a new skill called RPA, which I had never heard of before, and I was even invited on the Money and Markets show to discuss about it.  Finally, I'd like to stay and be part of the **flies** as our CEO calls us and demonstrate to you and myself the knowledge that I've gained during this time in the field of RPA because we have a lot of work ahead of us, as well as pass this information on to others who will be joining the Robotics team.  Many thanks to the FlyHub team. |
| Employee’s Signature & date: |  |
| Team lead’s Signature & date: |  |
| Head of Department Signature & date |  |