

FY 2024 Appraisal Form for Naveen Kumar R

Introduction to Performance Form

The Performance form is used to record, assess, and provide adequate feedback to each individual based on their performance for the given fiscal.

Employee Information

First Name	Naveen Kumar	Last Name	R
Pay Grade	Level 2 (L2)	Department	PSG (400117)
Location	Gateway Office Parks-B2 (I085)	Hire Date	01/25/2022
Manager	Mohan K		

Review Information

Originator	Talent Admin (Talentadmin)
Review Period	07/01/2023 - 06/30/2024
Due Date	07/30/2024

Performance Goals (100.0%)

Goals are indicators that are used to evaluate performance. Performance goals help one to set targets and execution time and process.

Goals help everyone understand what kind of deliverables are expected and enables objective evaluation at periodic intervals.

Stakeholder

20.0% of total score

Functional KPI attainment - Development Process Adherence, Compliance and Security.

Subjective

Manager Rating



Exceeds Expectations

Employee Rating



Outstanding

Manager's Comments

Naveen has demonstrated exceptional performance in all areas outlined in the goals. They have achieved 100% completion of tasks while adhering to defined processes, including significant contributions such as Budget Management in Purchase Order and redesigning the Formula Page in Prodigy Capture. Their commitment to maintaining a code quality score of 95% or higher is evident through their use of Sonar Lint and TSLint, ensuring code efficiency and minimal duplication. Naveen's proactive approach to bi-weekly code quality reviews and corrective actions further supports continuous improvement. They have rigorously adhered to compliance standards and security protocols, supported by their completion of the OWASP course and infosec training. Naveen consistently conducts quarterly security assessments, maintaining comprehensive documentation for development phases and effective use of Trackit for change management. Their architectural approach ensures that products meet SaaS quality standards and facilitate seamless ERP integration. Naveen's thoroughness, commitment to quality, and proactive problem-solving are highly commendable.

Employee's Comments

1.I am proud to say that I have completed 100% of the tasks in these applications.
* Budget Management in Purchase Order.
* Formula Page Redesigned in Prodigy Capture.
* Visual Representation of Formula Results using a graph.
All of these tasks were completed following the defined processes.

2.Maintain a code quality score of 95% or higher based on code review tools or standards:
In order to maintain a code quality score of 95% or higher,it is important to utilize code review tools or adhere to code review standards. By incorporating tools such as Sonar Lint and TSLint, the code can be refactored to reduce lines and reuse methods with the same functionality.
This helps to avoid duplicating code and ensures that the code quality is consistently maintained. Additionally, these tools provide suggestions for improvement, further enhancing the overall code quality.

3.Review code quality reports bi-weekly and take corrective actions as needed
We will review code quality reports bi-weekly and take corrective actions as needed. After every sprint completion, I will have a meeting with my manager to receive suggestions and feedback on the code for the application. I am committed to implementing any necessary improvements.

4.Ensure all projects adhere to compliance standards and security protocols:
It is imperative that all projects strictly adhere to compliance standards and security protocols.
I have successfully completed the OWASP course on Coursera and have also undergone extensive infosec security training provided by Sutherland. I am diligently implementing the knowledge gained from these courses in our products to ensure the highest level of security protocols.

5.Conduct quarterly security assessments and document findings and improvements:
It is essential to conduct quarterly security assessments and thoroughly document the findings and improvements. We have been diligently following the standards of requirement gathering and creating a WBS document for the development phase. This approach simplifies the work by breaking it down into modules and allows us to track progress effectively. Additionally, we have a comprehensive process document (KT Document) in place and maintain deployment release notes and test cases for every module. This applies to both the Prodigy Scheduler and Prodigy Capture Application.

6.Maintain thorough documentation for all development phases, including requirements, design decisions, test cases, and deployment procedures:
It is essential to maintain comprehensive documentation for all development phases, including requirements, design decisions, test cases, and deployment procedures.
I have diligently followed the standards of requirement gathering and have created a WBS document for the development phase to simplify the work by module. This approach allows for better tracking and development. Additionally, I have created a process document (KT Document) and have been maintaining deployment release notes and test case documents for every module. This applies to both the Prodigy Scheduler and Prodigy Capture Application.

7.Use Track it and Ismart Applications consistently for documenting work and change management:
It is essential to consistently use Trackit and Ismart Applications for documenting work and change management.I have diligently logged the hours for every development activity in the tracker, including both billable and non-billable hours.
Additionally, I have been meticulously tracking the records in the TFS.

8.Architecture the product to meet SaaS quality and easy integration with ERP:
We have architected the product to meet SaaS quality standards and ensure seamless integration with ERP systems.Our Prodigy Capture Application has been developed in a Saas Model, allowing for easy integration with ERP. Additionally, the project configuration is dynamic, enabling features such as file uploads, field selection, and formulas to identify duplicates.

Goal Details

Goal Name	Functional KPI attainment - Development Process Adherence, Compliance and Security.	Weight	20.0%
			1.Minimum 90% of tasks and activities are completed following the defined processes. 2.Maintain a code quality score of 95% or higher based on code review tools or standards. 3.Review code quality reports bi-weekly and take corrective actions as

Attainment Criteria	Subjective	Goal Description	<p>needed.</p> <p>4.Ensure all projects adhere to compliance standards and security protocols.</p> <p>5.Conduct quarterly security assessments and document findings and improvements.</p> <p>6.Maintain thorough documentation for all development phases, including requirements, design decisions, test cases, and deployment procedures.</p> <p>7.Use Trackit and Ismart Applications consistently for documenting work and change management.</p> <p>8.Architecture the product to meet SaaS quality and easy integration with ERP</p>
Start Date	07/01/2023	Due Date	06/30/2024

Stakeholder 10.0% of total score

Functional KPI attainment - Innovation and Improvement

Subjective

Manager Rating



Exceeds Expectations

Employee Rating



Outstanding

Manager's Comments

Naveen has successfully proposed and implemented several innovative ideas that have significantly impacted efficiency and quality. Their innovations include enhancing the user interface with features like custom graph displays, a "Forgot Password" function, alert popups, and a user-specific audit trail for file uploads. They have also improved functionality by adding file upload progress tracking and advanced formula recommendations, which streamline processes and improve user experience. Naveen has effectively tracked the adoption rate and feedback from project leads, using this information to refine and enhance their implementations. His efforts have led to improved client attraction and easier configuration, contributing to increased productivity and potential cost savings. Additionally, Naveen conducts quarterly reviews to assess and adjust these improvements based on feedback, demonstrating a commitment to continuous enhancement and success.

Employee's Comments

Innovation and Improvement

1.Propose and implement at least 5 innovative ideas or process improvements that positively impact efficiency or quality

Achievements:

- 1) When selecting the formula to find the duplicates, I only want to schedule it. I don't want to see the result.
 - 2) On the home page dashboard, we are showing a graph by default, Then the user can change it according to their requirement.
 - 3) We have implemented the Forgot password feature for the Prodigy Capture Application.
 - 4) We have implemented Alert Popup message for the user when configuring the same schedule.
 - 5) We have implemented the Audit trial - User-specific UI for file multiple file uploads.
 - 6) we can show the recommended formulas or most often used formulas for the user once they log in to the application, and we can show the formula with the chance of large duplicates formulas
 - 7) I have successfully implemented additional file uploads to compare multiple datasets in order to identify invoice duplicates by comparing different project datasets.
 - 8) I have successfully implemented the file upload progress UI, including a manual refresh button for users to track the progress of their file uploads. Additionally, I have added a cancel button for users to easily cancel the upload process if needed.
- 2.Track the adoption rate and feedback from project leads for each implemented idea.

Achievements:

It is important to track the adoption rate and feedback from project leads for each implemented idea. This will allow us to measure the success of our innovation points development. During discussions with the manager, we should seek their suggestions and feedback. By successfully implementing their suggestions, we can ensure a good adoption rate.

3. Measure and document a 10% increase in productivity or cost savings resulting directly from implemented innovations.

Achievements:

By Implementing the above innovation ideas, it can attract the new clients and it's very easy to configure like the set of formulas and the multiple file uploads it provides the feasibility to easily configure so in that way it attracts the new clients and can have a good

revenue

4. Conduct quarterly reviews to assess the effectiveness of implemented improvements.

Achievements:

After the completion of every Sprints will have a discussion with the Manager for the developed innovation points and the improvements suggested by the manager and have worked on the feedback of the product

Goal Details

Goal Name	Functional KPI attainment - Innovation and Improvement	Weight	10.0%
Attainment Criteria	Subjective	Goal Description	1. Propose and implement at least 5 innovative ideas or process improvements that positively impact efficiency or quality 2. Track the adoption rate and feedback from project leads for each implemented idea. 3. Measure and document a 10% increase in productivity or cost savings resulting directly from implemented innovations. 4. Conduct quarterly reviews to assess the effectiveness of implemented improvements.
Start Date	07/01/2023	Due Date	06/30/2024

Stakeholder

Functional KPI attainment - Timely Project Delivery

Subjective

10.0% of total score

Manager Rating

★★★★★

Exceeds Expectations

Employee Rating

★★★★★

Outstanding

Manager's Comments

Naveen has consistently demonstrated exceptional performance in meeting project milestones, achieving 100% completion before the expected timeline for various development tasks. His achievements include significant enhancements and bug fixes across multiple applications, such as implementing CAS Authentication, optimising file upload logic, and redesigning user interfaces for better client engagement. They have effectively managed common tasks by standardising controls and schema mappings across applications, which streamlines integration and usability. Additionally, Naveen has proactively conducted post-reviews to identify and address root causes of any issues, ensuring prompt resolution and smooth production transitions. His dedication to achieving milestones on or before deadlines and their thorough approach to post-delivery reviews highlight his strong commitment to project success and continuous improvement.

Employee's Comments

1. Ensure 95% of all project milestones are achieved on or before their scheduled deadlines.

Achievements:

Have Completed the following development tasks - 101% before the expected timeline.

Purchase order(PO)

1) Worked on Some of the Bugs in Catalog management in PO Application.

2) Worked on the Implementation of Budget Management Module in PO Application.

Prodigy Capture and Prodigy Scheduler

1) Implemented CAS Authentication in both Scheduler and Capture Applications.

2) Moved the file upload logic from Capture Application to Scheduler Application so that it improved the performance of the product.

3) Worked on Implementing the Cancel button and the progress bar for each individual file upload, and the refresh icon to know the file upload progress

4) Worked on the Multiple similar cases in Prodigy Capture Formulas, in some scenario the formula can have 3 similar in that case it's

- been handled now.
- 5) Worked on the Redesign of Prodigy Capture Formula Page,so that it attracts the new clients.
 - 6) Added a new Tab "Graph Result" in Prodigy Capture for the users to visually see the data in multiple graphs using bar chart,line graph,doughnut chart and tiles.
 - 7) worked on removing the hardcoded tableNames in query formation of Prodigy Capture Application, So that its easily configurable for the new project
 - 8) Added Statement Recon in Prodigy Capture Demo Application.
 - 9) worked on the dataset level for the dashboard graph for Prodigy Capture.
 - 10) Validated SIG,GPC and LSC dataset using Prodigy Capture.
 - 11) Completed a Load testing on Prodigy Capture File Upload.
 - 12) Completed Testcases and User manual documents for both Scheduler and Capture Applications and Admin Application.
 - 13) Implemented the same test cases and fixed the bugs and moved to demo server
 - 14) Helped Team members in case of any doubts and in deployment of code

Common Tasks

- 1) Worked on bringing the Scheduler like create, edit and delete control common for all three applications like PO, Capture and Ap Application so that its easily usable to any other new application which have schedule part
- 2) Worked on bringing the Schema level-Pojo mapping common for all three applications like PO,Capture, Ap Application so that its easily usable to any other new application which have schedule part

2.Conduct post reviews for delivery that do not meet milestones to identify and address root causes.

Achievements:

* After development will test the product and find the bugs if there are any, will find the root cause and try to fix the bug at the earliest and move to production.

Goal Details

Goal Name	Functional KPI attainment - Timely Project Delivery	Weight	10.0%
Attainment Criteria	Subjective	Goal Description	1.Ensure 95% of all project milestones are achieved on or before their scheduled deadlines. 2.Conduct post reviews for delivery that do not meet milestones to identify and address root causes.
Start Date	07/01/2023	Due Date	06/30/2024

Stakeholder10.0% of total score

Functional KPI attainment - Product Quality

Subjective

Manager Rating



Exceeds Expectations

Employee Rating



Outstanding

Manager's Comments

Naveen has excelled in tracking and managing defects, ensuring less than 1% are identified post-release by conducting comprehensive unit and integration testing in every sprint. He has effectively implemented a continuous improvement process through frequent communication with project leads, enhancing product configurability and user-friendliness. Naveen has also developed a responsive UI for different platforms and achieved minimal code changes for duplication fields configuration by making queries dynamic in the query builder. His proactive approach to continuous improvement, quality assurance, and user-centric design significantly contributes to the team's success and product quality.

Employee's Comments

1.Track and manage defects to ensure that less than 1% of total defects are identified in each feature post-release.

Achievements:

We have not encountered any bugs or defects in the post-release phase. However, if there are any bugs during the development phase, we will promptly address and fix them. In fact, we conduct comprehensive unit and integration testing in every sprint to minimize the occurrence of bugs.

2.Implement a continuous improvement process based on defect analysis and project leads feedback.
Achievements:
We maintain frequent communication with the manager and TL to ensure that the product is updated and made more feasible for users. Additionally, we prioritize making the product easily configurable and user-friendly.

3.Conduct rigorous testing and quality assurance activities throughout the development lifecycle.
Achievements:
Throughout the development cycle, we thoroughly test the application, both individually for each module and for performance.

4.Implement automated testing where feasible to enhance reliability and reduce manual errors.
Throughout the development cycle, we thoroughly test the application, both individually for each module and for performance. We also utilize Selenium for automated testing.

5.Responsive UI for different platforms
Achievements:
Application is well built, and the UI is made Responsive so that it can accomodate different platforms. and the Formula page is dynamic we can have multiple formulas accomodated in the screen and the Project Fields Selection screen as well.

6.Achieve minimal code change for Duplication fields configuration
Achievements:
Have made some changes in the code level by making the query dynamic in the querybuilder part to reduce the configuration for capture,so when the next project comes it's easier to configure and it's easier to use as well.

Goal Details

Goal Name	Functional KPI attainment - Product Quality	Weight	10.0%
Attainment Criteria	Subjective	Goal Description	1.Track and manage defects to ensure that less than 1% of total defects are identified in each feature post-release. 2.Implement a continuous improvement process based on defect analysis and project leads feedback. 3.Conduct rigorous testing and quality assurance activities throughout the development lifecycle. 4.Implement automated testing where feasible to enhance reliability and reduce manual errors. 5.Responsive UI for different platforms 6.Achieve minimal code change for Duplication fields configuration
Start Date	07/01/2023	Due Date	06/30/2024

People 20.0% of total score

Project initiative goal - Adaptability and Change Management

Subjective

Manager Rating

★★★★★
Exceeds Expectations

Employee Rating

★★★★★
Outstanding

Manager's Comments

Naveen has commitment to continuous learning and team goals. He has successfully worked on multiple applications using various technologies, showing their ability to embrace and adapt to changes in project requirements and scope. His proactive approach to learning new skills, such as starting R&D on AI/ML features to detect duplicates, reflects his eagerness to adapt to evolving job demands.

Naveen has maintained excellent attendance and punctuality, ensuring consistent progress tracking and daily task updates. Their active participation in sprint planning and successful achievement of project requirements within timelines showcases their dedication to team goals and project objectives.

Naveen's commitment to knowledge sharing is evident from his attendance at 25 knowledge-sharing sessions annually, fostering a culture of continuous learning. They have also encouraged team members to pursue learning through various platforms and facilitated discussions to implement new knowledge in projects

Employee's Comments

- Adaptability and Change Management
- * Have worked on Multiple application development with different technology like Prodigy Purchase Order(PO) with angular as front end and spring boot as backend, Prodigy Capture with angular as front end and spring boot as backend, Prodigy Scheduler with angular as front end and spring boot as backend, Admin Application with nodejs and supported for the applications as well so i can adapt to project requirements and technologies and initially was working on the requirement for the display of formulas and the way of displaying the results in table format later the requirement got changed to a different one by displaying the data in both table and graph- visual representation have successfully completed this in a an efficient way
 - * Have come across a requirement in Prodigy Capture to use AI/ML feature to detect duplicates I did start a RND on it, so its a great oppurtunity to learn new skills and implement in the Product.
 - * Have Maintained a significant attendance rate by not taking much of leaves and by marking the daily attendance in iroz, and daily basis adding the tracker so that we can track the progress of the work,and daily maintaining the task status and progress in the TFS.
 - * When the Sprint planning goes on will discuss on the relevant goals and requirements to the achieve the target in a required timeline and have sucessfully met the requirement
 - * Have attended 25-30 knowledge sharing sessions conducted on every Friday and its very engaging activity since every members in our team will discuss and what they have learned.
 - * Have encouraged the team memebbers and suggested to learn multiple courses in different platforms like youtube,udemy,pluralsight and we will discuss about the learning and collaborate with each other and will implement in our project

Goal Details

Goal Name	Project initiative goal - Adaptability and Change Management	Weight	20.0%
Attainment Criteria	Subjective	Goal Description	1.Embrace and adapt to changes in project requirements, scope, and technologies. 2.Proactively seek opportunities to learn new skills and adapt to evolving job demands. 3.Maintain excellent attendance and punctuality, aiming for an absenteeism rate of less than 2%. 4.Demonstrate commitment to team goals and project objectives. 5.Actively participate in and contribute to at least 10 knowledge-sharing sessions or workshops annually. 6.Share insights, experiences, and best practices with colleagues to foster a culture of continuous learning.
Start Date	07/01/2023	Due Date	06/30/2024

People

Project initiative goal - Training

Subjective

20.0% of total score

Manager Rating

Employee Rating

★★★★★
Exceeds Expectations

★★★★★
Outstanding

Manager's Comments

Naveen has demonstrated a strong commitment to professional growth and continuous learning, actively seeking opportunities to attend relevant training sessions and events. Naveen's participation in AWS and Google Cloud meetings and various training webinars highlights his dedication to staying updated with the latest technologies and best practices.

Naveen has successfully completed several certifications that have enhanced his expertise and proficiency in critical areas. These include the Google UX Design Professional Certificate, Data Science Fundamentals with Python and SQL Specialization, Machine Learning with Python from IBM, Building Scalable Java Microservices with Spring Boot and Spring Cloud, and OWASP Top 10 - 2021. The completion of these certifications showcases his ability to apply new learning to improve job performance and skills.

Additionally, Naveen has shown foresight in planning to enroll in the AWS Cloud Solutions Architect Professional Certificate, demonstrating his ongoing commitment to expanding his knowledge in cloud computing and infrastructure design.

Employee's Comments

Training

1. AWS Meeting, Google Cloud Meeting, Training Webinar:

Regularly participate in AWS and Google Cloud meetings to stay updated on the latest developments, best practices, and technologies.

Attend training webinars to enhance my skills and knowledge, ensuring I am well-equipped to support my team and projects.

2. Google UX Design Professional Certificate:

Completed the Google UX Design Professional Certificate consisting of 7 module courses offered by Google on Coursera. Gained expertise in user-centered design principles, wireframing, prototyping, and usability testing.

3. Data Science Fundamentals with Python and SQL Specialization:

Completed the Data Science Fundamentals with Python and SQL Specialization consisting of 5 module courses on Coursera. Acquired skills in data analysis, data visualization, and SQL querying, along with Python programming for data science applications.

4. Machine Learning with Python (IBM):

Completed the Machine Learning with Python course offered by IBM on Coursera.

Learned machine learning algorithms, data preprocessing techniques, and model evaluation methods to build predictive models.

5. Building Scalable Java Microservices with Spring Boot and Spring Cloud:

Completed the course on Building Scalable Java Microservices with Spring Boot and Spring Cloud on Coursera.

Developed skills in designing, building, and deploying scalable microservices using Spring Boot and Spring Cloud technologies.

6. OWASP Top 10 - 2021:

Completed the OWASP Top 10 - 2021 course consisting of 3 module courses on Coursera.

Gained an understanding of the top web application security risks and how to mitigate them to ensure secure application development.

7. Planning to Enroll for AWS Cloud Solutions Architect Professional Certificate:

Intend to enroll in the AWS Cloud Solutions Architect Professional Certificate on Coursera.

Aim to deepen my knowledge of AWS cloud architecture, services, and solutions to enhance my expertise in cloud computing and infrastructure design.

Goal Details

Goal Name	Project initiative goal - Training	Weight	20.0%
Attainment Criteria	Subjective	Goal Description	<p>1. Actively seek opportunities for professional growth and attend a minimum of 3 relevant training sessions or events annually.</p> <p>2. Apply learnings from training sessions to enhance job performance and skills.</p> <p>3. Successfully complete 3 certifications recommended by the Prodigy Team to improve expertise and proficiency in</p>

relevant areas.
4.Prepare adequately for certifications to ensure successful completion.

Start Date 07/01/2023

Due Date 06/30/2024

People

10.0% of total score

Project initiative goal - Enhance Team Collaboration and Development

Subjective

Manager Rating



Outstanding

Employee Rating



Outstanding

Manager's Comments

Naveen has demonstrated good performance in meeting and met the set goals. With over 95% attendance, he has actively participated in all meetings and collaborative activities, including internal team meetings, code review meetings, Scrum meetings, and Prodigy meetings. Naveen has contributed valuable ideas during team discussions, such as the use of Git and SonarQube for code quality, leading to significant improvements.

Employee's Comments

1. Actively participate in team meetings and collaborative activities, aiming for 95% attendance.

Achievements:

Have actively participated in every meeting and activities with more than 95%, whether its internal team meeting, code review meeting or Scrum meeting or prodigy meeting, psg coffee day etc.

2. Contribute ideas and suggestions during team discussions.

Achievements:

During team discussions have given suggestion to use git and sonarqube for code quality after the suggestions the quality of the code has been improved lots of functions has been reduced, no of line have been reduced.

3. Ensure clear and effective communication with team members and Product leads.

Achievements:

I communicate clearly and effectively with teammates, providing support and fostering a positive work environment. I actively seek and implement constructive feedback to improve my skills and performance.

4. Seek feedback from colleagues to improve communication skills.

Achievements:

I take a proactive approach to problem-solving and adapt readily to changing needs and suggestions.

Goal Details

Goal Name	Project initiative goal - Enhance Team Collaboration and Development	Weight	10.0%
Attainment Criteria	Subjective	Goal Description	1. Actively participate in team meetings and collaborative activities, aiming for 95% attendance. 2. Contribute ideas and suggestions during team discussions. 3. Ensure clear and effective communication with team members and Product leads. 4. Seek feedback from colleagues to improve communication skills.
Start Date	07/01/2023	Due Date	06/30/2024

Summary and Overall Evaluation

The Manager's ratings are the "ratings of record" and will not be calculated into the overall form calculation until the form is saved in the system. You may save the form by using the save button in the upper right corner of the form to view the total score, or save at the bottom to exit the form.

Overall Rating

Exceeds Expectations

Name	Rating	Weight
Performance Goals	4.1	100.0% of total score
Functional KPI attainment - Development Process Adherence, Compliance and Security.	4.0 - Exceeds Expectations	20.0%
Functional KPI attainment - Innovation and Improvement	4.0 - Exceeds Expectations	10.0%
Functional KPI attainment - Timely Project Delivery	4.0 - Exceeds Expectations	10.0%
Functional KPI attainment - Product Quality	4.0 - Exceeds Expectations	10.0%
Project initiative goal - Adaptability and Change Management	4.0 - Exceeds Expectations	20.0%
Project initiative goal - Training	4.0 - Exceeds Expectations	20.0%
Project initiative goal - Enhance Team Collaboration and Development	5.0 - Outstanding	10.0%

Section Comments:

Manager's Comments

Naveen has consistently demonstrated exceptional performance across all areas of responsibility. He has achieved 100% completion of development tasks ahead of schedule, including key enhancements like CAS Authentication and UI redesigns, and effectively managed common tasks by standardizing controls and schema mappings. Naveen excels in defect tracking, maintaining less than 1% post-release defects through rigorous testing and continuous improvement. His proactive approach includes implementing responsive UI features and minimizing code changes, contributing significantly to product quality and team success. Naveen's commitment to professional growth is evident from his completion of multiple certifications and active participation in training sessions. He maintains excellent attendance and punctuality, actively contributes to team discussions, and fosters a culture of continuous learning through frequent knowledge-sharing sessions. His dedication to adapting to evolving project requirements and embracing new technologies reflects his strong commitment to achieving team goals and enhancing overall project performance.