



① Any calls → start with a clear picture but for projects in the process goals deviate and get muddled.

② Role clarity → Instead of assigning fixed roles to people, take their input in what they are confused about and what their preference would be.

③ Pace of activities is high and group engagement is high, but managers need to plan their weeks, months or quarters about the big picture. Currently people get lost while being too focussed to the smaller details.

↳ Vishal could document & track this process



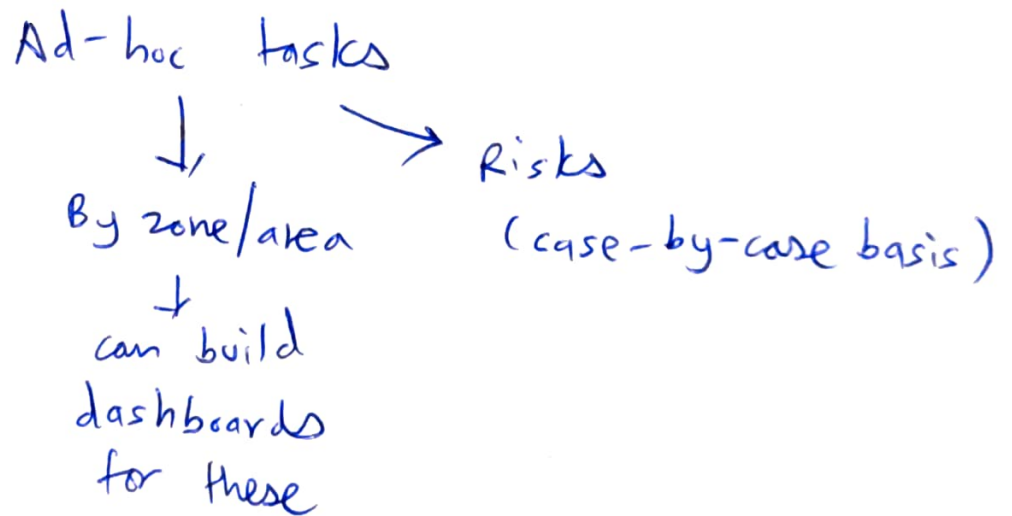
- ④ Talk to your managers and get your ANNUAL goals written down in 2-3 lines ONLY.
- ⑤ Setting goals on not just project progress or transactional basis, but also consider personal progress like soft skills & others as goals.
- ⑥ A defined feedback with weightage on every category. If you a 3 out of 4; it should be CLEAR why the 1 point ~~of~~ was lost. This specific feedback will pinpoint what can be improved.
↳ can be tracked by Vishal
- ⑦ For managers, team goal setting and entire department goal setting to clearly show the way forward.



- ⑧ follow up with Vishal about team goals in 1 month
- ⑨ Dependency on other departments like IT, NB etc. can lead to delays, pushing projects and checkpoints to other months and quarters. This makes it difficult to make clear-cut & defined team goals in the long run.
- ⑩ Some ad-hoc tasks (data extraction, a different analysis, creating slides) can pop-up unexpectedly leading to delays. Creating REUSABLE ASSETS can help avoid delays and make it easier for the next person to do something similar.



- ⑪ Multiple people have mentioned too many ad-hoc tasks cropping up. Unless these tasks are assigned by Tarun sir or ManCom, we can try to push these tasks as much as possible.



What is an acceptable ad-hoc tasks percentage?

↳ These tasks can never reach 0%.

↳ Tasks can be assigned to people who consider this as an upskilling activity, but this is difficult for our team.



Ad-hoc Tasks :

- ↳ Communicate with relevant parties and make them capable enough to use D2I tool, data marts and other projects independently without much input from Analytics
- ↳ Qlik sense dashboards can be implemented
- ↳ For tools like D2I, their usage can be monitored & tracked to check their efforts before contacting Analytics.
- ↳ A form to be filled with details like
 - ① Ad-hoc request
 - ② Efforts needed
 - ③ Time required to complete

Unless it is critical, push back ad-hoc tasks and don't let them break your current train of work.



Ad-hoc tasks :

- Business teams will probably not fill out forms & not want to perform tasks like firing SQL queries.
- Instead, Analytics team can make Reusable Assets to perform these tasks.
- Vishal can create a form for Ad-hoc tasks & collect data for at least 1 month.
- Structured tracking can reduce ad-hoc requests.
Eg → PASA . Solution can be weekly reports, dashboard refreshes, etc.

Trying too many new things but not enough time:

- ① Delays are normally not penalized.
- ② Quality of work > on time delivery



Not enough time to try new things:

- ① Not usually the case for projects but might happen during ad-hoc tasks
- ② Procrastination also adds to this.
- ③ A longer planning phase can help in this issue.

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- ① Version control systems like GitHub can be used to maintain multiple iterations of projects.
 - ② Not all remote desktops/servers ~~have~~ have the same configuration. A replica of .6 is being created with the same specs.
 - ③ servers can be ~~assigned~~ assigned primarily to teams ~~to~~ depending on their needs.



- ④ Some projects might be possible to implement but are not actually feasible. Eg- Axis bank model last year. Prioritization is the solution for these scenarios.
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Induction Sessions:

- ① These sessions are helpful but not timely.

Expectation Setting:

- ① Even after induction, a plan for the next 6-8 months ~~is~~ is not yet provided.
- ② Providing a well-defined plan would be helpful.



Laptops

- ① Multiple recurring issues with damaged laptops being put into circulation over and over again.

Resources for Learning

- ① Coursera licenses & other hands-on training for skills like R, SQL, Excel advanced, etc
- ② Buddy / mentors are very helpful & should be continued.

Make a list of websites that are currently blocked by IT but should be whitelisted.
Eg- AWS console