



Performance Planning & Review (PPR)

2012

Name:	Yunlong Song	Title:	Technical Leader
Department:	Business IT Systems		
Reports To:	Rajaneesh Chandra	Title:	VP Custom Software Develop

Objectives/Results

1. EFFICIENCY AND EFFECTIVENESS:

Deliver Performance enhancements to the MIND Desktop, Super Service capabilities for FOD and EST services.
Success will be measured by the successful implementation of these initiatives with good quality and on time.

Manager Year End Rating: **EP - Exceptional Performance**

Employee's Comments: In year 2012, I have been leading MIND DEV team to complete all planned performance enhancement initiatives, including super service implementation, migrating FOD/EST services into super service, convention based configuration, MIND desktop architecture changes, new role status, and admin client etc. All initiatives are successfully processed and MIND has enhanced performance, gained scalability and stability with reduced maintenance efforts.

Manager's Comments: Leo led the implementation of several MIND roadmap projects and was a significant contributor on the remaining projects. He was one of the core members who designed and architected the new communication framework. He provided oversight and guidance to the team members implementing the architecture enhancements throughout the development process. He led the implementation of the Super FOD service, migration of existing FOD services to the Super service and adding MAX brand FOD affiliates to the Super service. 11 new MAX FOD services were launched in one release at significantly lower costs. With 23 affiliates supported in the FOD service, the users have realized at least 50% in productivity gain across the board. He designed and architected the Super EST service using the enhanced MIND architecture. He led the migration of iTunes English service to Super EST and the launch of Youtube EST service. He worked with the MIND Admin Rewrite and provided guidance during the design and development phase. He guided the developers enhancing the configuration framework that enabled the development of the MIND Admin Tool Rewrite. Sometimes once the design is complete, Leo takes a passive approach with the development effort which might lead the implementation off-track. He could be more active in leading and tracking the development of complex features. He has worked on this area based on previous feedback and has shown great improvement and he should continue the effort and continue to get better.

2. NEW CAPABILITY DELIVERY: Deliver new services to support the business.

Success will be measured by the delivery to production of these services with good quality and on time.

Manager Year End Rating: **SP - Successful Performance**

Employee's Comments: I have been leading MIND Dev team to deliver business mission critical service launches, including Super FOD/EST launch, supporting promo offerings in SVOD, Barnes and Noble, new territories in EST services, etc. New services are delivered to production on time and meet business needs.

Manager's Comments: Leo led alternate MIND releases and managed each of the releases quite well. As part of the releases he delivered new services like Quickflix and Barnes & Noble on time with great quality. He also delivered Super FOD service, migrated existing FOD services and added MAX brand to the service. He led the launch of Super EST English service with iTunes service migration. He also led the launch of Youtube EST as an affiliate within the Super EST service. These new services were delivered at significantly lower costs leveraging the architecture enhancements. Sometimes when there are quality issues with a certain feature implementation Leo's reaction is to fix issues as they are raised by the QA team. An opportunity for improvement would be to look for early signs of quality issues on a feature

(number of defects open during the first week of QA) and if a feature seems to be having quality issues then have someone from the development team review and test the entire implementation of the feature. This will ensure effective use of QA time and help in addressing issues in a timely manner.

3. **NEW CAPABILITY DELIVERY:** Deliver projects to support initiatives like Close Captioning on existing services such as Go, SVOD, EST or International services.

Success will be measured by the delivery to production of these services with good quality and on time.

Manager Year End Rating: **EP - Exceptional Performance**

Employee's Comments: I have been leading existing service enhancements including completed all services JBPM-less migration (except Amazon), photo auto-attach and auto-finalizing, SVOD/SOVDX promo offerings, master metadata and MDU, adding multiple brands and languages into super services, etc. With all the service enhancements MIND has been improved to be more robust and stable for increasing business demands.

Manager's Comments: Leo delivered several enhancements like Scheduling Promos directly from SOAP and Closed Captioning for features and promos on multiple services. He managed the migration of several services to JBPM-less implementation resulting in significantly improved performance and easy maintenance. He led the first phase implementation to support auto attachment of photos within MIND. He also led the Master metadata and MDU implementation for SVODX service. These are very critical features to business that enables HBO to be complaint with legislation as well as significantly improve customer experience. Leo is an active participant during requirement meetings and provides valuable inputs throughout the process.

4. **OPERATIONAL EXCELLENCE:** Deliver MIND Production releases.

Success will be measured by the delivery to production of the release with good quality and on time.

Manager Year End Rating: **SP - Successful Performance**

Employee's Comments: I have been leading delivering MIND production releases on schedule with good quality. I coordinate with on-shore and off-shore team to ensure issues get properly prioritized and addressed on time during release QA/UAT phase. I worked closely with infrastructure team to ensure production deployments are executed smoothly.

Manager's Comments: Leo has delivered all his releases on time with good quality. He has handled changing priorities very well and ensured that commitments are made prudently and they are adhered to. He has an excellent business understanding of the business and it helps him prioritize tasks within a release. The MIND team has expanded to include an offshore team and he has managed this transition smoothly with no drop in productivity. He is an active participant during MIND PMO and Triage meetings and keeps all stakeholders updated on the progress of each release. An area of continuous improvement for Leo is to provide context during status updates. He is aware of this and has shown a lot of improvement in this area and he should continue to work on it.

5. **TEAM BUILDING:**
Provide cross team support and mentor development team members.
Provide cross team support and mentor development team members.
Success will be measured by the support provided to the team.

Manager Year End Rating: **SP - Successful Performance**

Employee's Comments: I have been working closely with BA and QA team on requirements and quality control. I coordinate with BI team to ensure reporting is in sync with rapid MIND deliveries. I also work with UNIX and DBA team closely on HA DB upgrade and DR testing. I mentor team members on MIND architectures, design and implementation with best practice.

Manager's Comments: Leo regularly goes above and beyond to help the team meet aggressive deadlines. He represented MIND during HA path-to-air and IT Disaster Recovery tests. He was an active participant during the planning phase and highlighted risks at an early stage. He has conducted several knowledge sharing sessions to get feedback from the team on architecture and design decisions as well as to disseminate information. He helped the MIND Admin development team plan and prioritize features and coordinated with Team Leads to deliver the releases on time.

6. **EFFICIENCY AND EFFECTIVENESS:**

Adhering to organizational and MIND processes.

Success will be measured by the completion of Career Power Assessments and PPRs on time as well as adherence to MIND processes like JIRA Request process and release process.

Manager Year End Rating: **SP - Successful Performance**

Employee's Comments: I have been following guidelines to complete administrative tasks on time including clarity timesheets, PPR and career power reviews for peers and myself. I provided feedbacks to ITPG process and worked with PMO leadership team to continuously improve JIRA process. I have been working with dev team to document platform and architecture designs and shared with team in knowledge sharing sessions.

Manager's Comments: Leo always adheres to HBO and MIND specific processes and looks for opportunities to improve them. He is diligent about creating and updating JIRA requests and tracking his effort in Clarity. He is constantly looking for opportunities to improve the Development process and the working model between the Development Leads. He always completes any career power assessments that she is asked to participate on time.

Mid-Year Development Conversation: Critical Skills

Business

1. Actively Acquires, Shares, and Applies Knowledge/Information (where appropriate) to Enhance the Development of the Business

Employee:

Manager:

2. Demonstrates Functional Expertise in His/Her Area

Employee:

Manager:

3. Exhibits Good Judgment (i.e., when using resources, making decisions, and managing time, materials, budget and/or people)

Employee:

Manager:

4. Thinks Strategically: Considers Broader Themes that Impact their Work, the Department and/or the Company

Employee:

Manager:

Interpersonal

1. Possesses Effective Communication Skills (consider both written and verbal communication)

Employee:

Manager:

2. Listens Effectively (i.e., values and is open to hearing the thoughts, ideas, and opinions of others; asks questions for clarification and to confirm an understanding of the speaker's intentions)

Employee:

Manager:

3. Builds and Maintains Relationships; Collaborates (with department team members and across departments)

Employee:

Manager:

4. Approaches Conflict and Differences in Opinion in a Productive Manner

Employee:

Manager:

5. Creates a Positive and Inclusive Work Environment

Employee:

Manager:

Leadership

1. Exhibits Strong Management Skills (communicates goals clearly and sets measurable objectives; coaches and develops staff throughout the year)

Employee:

Manager:

2. Delegates Appropriately and Effectively

Employee:

Manager:

3. Addresses Performance Issues in a Timely Manner (with a genuine focus on improvement)

Employee:

Manager:

Personal

1. Self Aware: Is open, receptive, and responsive to feedback

Employee:

Manager:

2. Demonstrates Ownership/ Accountability/ Flexibility (i.e., assumes responsibility, takes initiative, is proactive, and is resilient in times of change)

Employee:

Manager:

3. Demonstrates Creativity and Innovation

Employee:

Manager:

4. Adheres to HBO and Departmental Policies & Procedures

Employee:

Manager:

Electronically signed by Rajaneesh Chandra, VP Custom Software Develop, Business IT Systems on 01 Oct 2012, 3:14 PM

Electronically signed by Yunlong Song, Technical Leader, Business IT Systems on 01 Oct 2012, 11:58 AM

Year-End Results

Overall Performance

SP - Successful Performance

Manager's Year-End Comments

Leo performed at a high level this year working on several projects that improved the efficiency and effectiveness of the platform and delivered new capabilities.

Employee's Year-End Comments

Electronically signed by Rajaneesh Chandra, VP Custom Software Develop, Business IT Systems on 07 Feb 2013, 6:44 PM

Electronically signed by Yunlong Song, Technical Leader, Business IT Systems on 07 Feb 2013, 3:42 PM