

Weekly Sprint Policy

Objective

Objective of the Weekly Sprint Policy is aimed at guiding employees for their work and above all help in prioritizing the work. It helps the employee plan their weeks work.

Scope

All the employees of PeopleLogic Business Solutions Pvt Ltd

Delivery for employees in the Business teams & internal TA

Weekly Resume Target

- Daily/Weekly delivery numbers drawn out by the respective Reporting Manager has to be achieved
- These numbers will be tracked regularly by the respective Business Unit Heads
- If the weekly targets have not been achieved as per the weekly numbers assigned, respective employees will have to come in on Saturdays, and work to meet their numbers for the week.

Weekly Interviews :

- First Interview target as assigned by the Reporting Manager has to be achieved.
- Drop in these numbers will be taken seriously and the Reporting Manager will have to take corrective measures to correct the same.

Delivery for non business delivery employees -

Work on a weekly sprint perspective for tasks that are not recurring/repetitive.

These weekly sprint activities need to be completed on time, and monitored.

Use Saturdays to complete work that remains pending.

Revision History

Amendment Date	Policy Version	Author	Approved By	Nature of Changes
July 2022	Version 2.0	People Team	Management	