Performance review objectives – read me

**Objective:**

1. **Report Management and Delivery: Develop the ability to create, manage, and deliver reports that provide valuable insights to stakeholders.**

Over the upcoming six months, I aim to attain a profound comprehension of the entire Sky Channel Blocking weekly report generation process. This includes mastering data collection, manipulation, preparation, and the summarization required for report creation. My primary objective is to ensure the regular, punctual delivery of this report on a weekly basis. Furthermore, by the end of this timeframe, I intend to develop a detailed Standard Operating Procedure (SOP) document. This comprehensive guide will outline a step-by-step process for creating the report from inception. The SOP's purpose is to establish a consistent standard for all team members to follow in the report production process.

**Descriptions:**

* **Learn to use reporting tools and software relevant to your organisation (e.g. SQL, Excel, etc) proficiently.**

Over the next six months, I will become proficient in utilising reporting tools and software relevant to our organisation, with a primary focus on SQL using BigQuery Studio. I aim to demonstrate proficiency by successfully writing SQL scripts to perform data extraction from BigQuery tables, specifically addressing real-world scenarios related to the production of the Sky Channel Blocking report. This proficiency will enable me to expedite the report generation process, ensuring accuracy and efficiency.

* **Regularly review and update reports based on changing business needs or feedback from stakeholders.**

Over the next six months, I'm dedicated to comprehensively understanding the Sky Channel Blocking weekly report process, ensuring timely deliveries. My goal is to create a comprehensive SOP while regularly updating reports for stakeholders. Addressing stakeholder demands for enhanced project effectiveness, new metrics will be consistently integrated. We'll gather and present data in a user-friendly way to meet stakeholders' needs. Continuous reviews will reflect evolving business requirements and stakeholder input, optimizing report effectiveness.

* **Design and create reports that are visually appealing, easy to understand, and effectively communicate the data-driven insights.**

My aim is to design reports that are visually engaging and user-friendly, ensuring ease of understanding for all stakeholders. Through visual enhancements and clear data representation, these reports will serve as a powerful means of communicating complex insights in an accessible manner. Regular refinements will be made based on stakeholder feedback to continually improve the visual appeal and effectiveness of these reports**.**

1. **Acquire a deeper understanding of the business side of projects by learning about high-level product knowledge and relevant metrics.** The key objective is to deepen understanding in project management's business dimension, focusing on high-level product knowledge and pertinent metrics. Responsible for the Jira reporting project, I will craft a tailored sprint dashboard for the Sky Antipiracy team, leveraging specific metrics and data from Jira via Looker. This role extends to consistently generating sprint reports while also crucially developing comprehensive documentation and standard operating procedures elucidating the reports' functionality and operational processes**.**

* **Collaborate with team members and analysts to gain insights into the product's goals, objectives, and target audience**.

Engage with team members and analysts to comprehend the specific goals and objectives of the product and to identify the target audience for the Sprint dashboard. Actively participate in discussions, meetings, and knowledge-sharing sessions to gather insights crucial for creating a comprehensive and effective dashboard for the Sky Antipiracy team.

* **Familiarize yourself with key performance indicators (KPIs) and metrics**

relevant to your projects and understand how they align with overall business objectives. Invest time in comprehending the essential Key Performance Indicators (KPIs) and metrics that directly relate to the project and its broader business goals. Understand how these metrics align with the overall objectives of the company and the specific requirements of the Sky Antipiracy team. This involves learning the nuances of metrics relevant to anti-piracy efforts and how they translate to success within this context.

* **Use your knowledge of business goals and metrics to provide data-driven recommendations and insights that contribute to the success of the project.**

Apply the acquired knowledge of business goals, KPIs, and relevant metrics to provide data-driven recommendations and insights. Translate these findings into actionable strategies that directly contribute to the success of the Jira reporting project. Offer informed suggestions and insights that leverage the metrics, aligning them with the broader objectives to ensure the efficiency and effectiveness of the sprint dashboard and reports.