I have been proactively going above and beyond to take additional responsibilities to add value and ensure project deliverables and goals are achieved timely.

Below listed are my tasks I worked on includes additional items taken over.

1. \*\*Github Tagging
2. \*\*Creating Releases
3. Working with globally distributed Pod teams on deployment items
4. Creating Change Requests (CRs) and raising changes in CAB
5. Collaborating with GTK on Prod and UAT releases
6. \*\*Generating reports from GitHub
7. \*\*Preparing release notes
8. Obtain approval and exceptions for Production deployment
9. Drafting version of runbook
10. GTK review of runbook and modify runbooks for region specific
11. \*\*Model Librarian : Refresh the Model Library page based on Model Catalog export

(\*\* : Targeted Automation initiatives)

**Automation Initiatives:** list of initiatives on automation journey, current state and future state.

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Initiative** | **Current State** | **Future state** |
| 1. | Generate Release notes (*Python implementation for generate RelNotes from GitHub.)* | In Use, for 1.9.0 and 1.9.1 | Needs few enhancements |
| 2. | Tagging GH repos (*Python implementation to create release and tags in Github*) | In Use, for 1.9.0 and 1.9.1 | Maintenance mode |
| 3. | WB GitHub projects export for analytics  (*Python implementation)* | In use , Ad hoc | Maintenance mode |
| 4. | Weekly refresh [Model Library](https://spo-global.kpmg.com/sites/GO-GlobalAIProjectsHub/SitePages/ModelLibrary.aspx) *(Semi automated using Python)* | Semi-automated – In use | Large scope for enhancement |
| 5. | LLM Models on ACC across environments ( python implementation) | Open AI completed | Non- Open AI models pending |
| 6. | LLM Models on WB across environments ( python implementation) | Partially complete | UAT, Prod pending due to sub keys |
| 7. | Master agent Python implementation to export above on OneDrive for PBI reporting | Needs maintenance |  |

**Runbook draft version**: Due to a large gap in GTK expectations and runbook and the dev pods bandwidth issues, I proactively took up the tasks of drafting the runbook and worked close with dev pods to provide key inputs for completions and simultaneously worked with GTK team for approval and deployment .

**Region specific runbook**: Since there was a need to GTK with region specific instructions, I owned this creation of these so GTK team could deploy the multiple regions.

**Power BI Dashboard Initiatives:**

Developed Power BI reports to help self-serve users on a dashboard.  Configured Power BI service to auto refresh imports from the extracts from Master Agent ( item 7 above)

|  |  |  |  |
| --- | --- | --- | --- |
| No. | **Initiative** | **Current State** | **Future state** |
| 1. | Github Hygiene reports | maintenance mode | Needs little debugging.. |
| 2. | GitHub projects | maintenance mode | maintenance mode |
| 3. | Models deployed across ACC | In Progress | Non Open AI models pending |
| 4. | Models deployed across WB | In Progress | UAT, Prod pending due to sub keys |

Additionally, significant time is spent researching access to the Open AI API and Gemini models. This involves extensive context-switching and utilizing a broad range of skills.

**Links:**

1. Power BI : [PullRequest- Compliance - GitHub\_Metrics\_Final2 - Power BI](https://app.powerbi.com/groups/e734952d-4997-4761-af30-5514335f7f3f/reports/7c723767-7e9d-4f2a-978d-9c4aa840823b/55c3ec64fd5006bb41a7?experience=power-bi)
2. Daily Exports: C:\Users\wquraishi\OneDrive - KPMG\PBI-DailyImport
3. [Model Library](https://spo-global.kpmg.com/sites/GO-GlobalAIProjectsHub/SitePages/ModelLibrary.aspx)

A screenshot of a computer

AI-generated content may be incorrect.

I have been diligently performing these tasks and have even automated some of them for efficiency. However, there are additional dependency tasks that fall outside the scope of the agreed responsibilities and being added to DM’s list.

Throughout this year, I have consistently gone above and beyond to take on additional responsibilities, thereby adding significant value and ensuring the timely achievement of project deliverables and goals. A key component of my efforts has been the integration of automation to streamline processes and enhance efficiency. Below is an overview of the tasks I have undertaken, alongside automation initiatives that underpin these efforts.

**Key Tasks and Contributions**

Many of the tasks below have been enhanced or streamlined through automation:

1. **Github Tagging**
2. **Creating Releases**
3. Collaborating with globally distributed Pod teams on deployment items
4. Creating Change Requests (CRs) and managing changes in CAB
5. Collaborating with GTK on Prod and UAT releases
6. **Generating reports from GitHub**
7. **Preparing release notes**
8. Securing approvals and exceptions for Production deployment
9. Drafting runbook versions
10. GTK review and adaptation of runbooks for region-specific needs
11. **Model Librarian: Refreshing the Model Library page based on Model Catalog export**

**Note: Tasks marked with (**) are significantly enhanced by targeted automation initiatives.\*\*

**Automation Initiatives**

These initiatives reflect my commitment to enhancing efficiency and streamlining processes through automation:

1. **Generate Release Notes**: Implemented Python code to automate the generation of release notes from GitHub. Currently in use for versions 1.9.0 and 1.9.1, with planned enhancements.
2. **Tagging GitHub Repositories**: Developed Python scripts for automating release creation and tagging in GitHub, currently in use and in maintenance mode.
3. **WB GitHub Projects Export for Analytics**: Python implementation for ad hoc exports, currently in maintenance mode.
4. **Weekly Refresh of Model Library**: Semi-automated using Python, with a large scope for enhancement to fully automate the process.
5. **LLM Models on ACC Across Environments**: Python implementation completed for Open AI models, with pending work for non-Open AI models.
6. **LLM Models on WB Across Environments**: Partially completed, awaiting UAT and production deployment pending resolution of sub-key issues.
7. **Master Agent Python Implementation**: Facilitates export to OneDrive for Power BI reporting, requiring maintenance.

**Runbook Initiatives**

I have proactively led the drafting of runbooks to bridge the gap in GTK expectations and address bandwidth constraints with development pods. This involved close collaboration for input completion and securing approvals and deployment with the GTK team. Additionally, I managed the creation of region-specific instructions to streamline deployments across multiple regions.

**Power BI Dashboard Initiatives**

Developed Power BI reports to enable self-service for users, configuring Power BI services for automatic refresh from Master Agent exports, contributing to efficient data-driven decision-making.

1. **GitHub Hygiene Reports**: In maintenance mode, requiring minor debugging.
2. **GitHub Projects**: Currently in maintenance mode.
3. **Models Deployed Across ACC**: In progress, pending deployment of non-Open AI models.
4. **Models Deployed Across WB**: In progress, with UAT and production pending resolution of sub-key issues.

**Additional Contributions**

Considerable time has been invested in researching access to the Open AI API and Gemini models, which involves significant context-switching and applying diverse skill sets.

**Links**:

1. Power BI : [PullRequest- Compliance - GitHub\_Metrics\_Final2 - Power BI](https://app.powerbi.com/groups/e734952d-4997-4761-af30-5514335f7f3f/reports/7c723767-7e9d-4f2a-978d-9c4aa840823b/55c3ec64fd5006bb41a7?experience=power-bi)
2. Daily Exports: C:\Users\wquraishi\OneDrive - KPMG\PBI-DailyImport
3. [Model Library](https://spo-global.kpmg.com/sites/GO-GlobalAIProjectsHub/SitePages/ModelLibrary.aspx)

In addition to automating several tasks for efficiency, I have been tasked with additional dependencies outside the agreed scope, reflecting continued growth and contribution to the team's success.