

## Progress Update

### Goal of the meeting:

As a supervisor it is my responsibility to monitor progress of my employees and to periodically provide feedback and correct any deviances from work objectives set, etc and basically provide constructive feedback. I have had an opportunity now to observe you more closely and with the work objectives in place. I would therefore like to provide you with some progress feedback.

I would like for you to take this as an opportunity to provide feedback on your work situation, workload, progress, etc. and any problems there may be.

### Progress:

#### Review of work objectives:

#	Work Objective	Objective Type	Target Date	Feedback
1.	Gather requirements and specify new reports or changes to existing reports in the change request format.	Short term		Doing well. Good rapport established with working group. Users seem to be happy with the progress and the way it is being handled.
2.	Coordinate the change request release tracking spreadsheet	Short term		This is good although now we have the DB so that will continue in that format. This will be with you until we have an AS2
3.	Coordinate the report creation and change request initiative	Short term		This is good. Continue as is with new reports.
4.	Develop and implement strategy for report specification management	Medium term		Would like some feedback on this. I think it is becoming more important as we create more reports.
5.	Gain a solid understanding of the Axapta system, including interfaces to the e-bookstore system, warehouse interfaces, and CDFS interfaces. This is to be done by dedicating a specific amount of time per day or week that will allow you to review the user manuals and the systems.	Medium term		Would like some feedback on this. How is training coming along? Are you having trouble?
6.	Carry out testing on change requests and on new functionality in cooperation with the testing team.	Medium term		Would like some feedback on this. Have you been testing reports? Have you been testing other CRs?
7.	Assist and support in the requirements definition of a new Change Management/Help Desk solution	Medium term		To come
8.	Assist in the update of business procedures documentation	Long term		To come
9.	Carry out analysis on new system changes or new system components (i.e., new modules purchased, etc), meet with business representatives, document requirements according to specification standards.	Long term		To come

## **Progress Update**

### **Training:**

How are you doing with training? I have heard you speak of MS Access and Axapta, how are you dividing your time up during the week for this training?

I would like a report of training activities so that I may monitor time spent on this.

### **Time management:**

I have noted that you have a great rapport with the team and with the other business units. I think it is great, and that this works toward good teamwork. I have however, noted that this sometimes results in socializing for extended periods during work hours. I understand that socializing here and there for a few minutes is ok and positive for the work environment, but not for extended periods. I would ask that you please be aware of this and make a greater effort to socialize during breaks or lunch hour.

The same can be said about the use of the office telephone. Personal calls should be limited and a greater effort made to make these calls at home during off hours.

### **Conclusion:**

In general, I think you are doing well. I think you have a great working relationship with everyone and that is good. I believe that once you have accomplished your goal of learning Axapta, we'll be able to move you more into the analyst role with greater responsibilities.