Management Promotion Template

Employee Name: _____███_____ **Manager:** ___███_____

Current Position: <u>10020.Software Development Manager</u> **Proposed Position:** <u>10030.Software Development Snr Manager</u>

# of Years in Current Position: _____5_____ **Location:** _____100 HQ –Redwood City, CA__

# of Years in Industry: _____16_____ **Group VP:** _____Naggi Asmar_____

Please address the following factors, including examples when recommending promotions to Senior Management positions.

SUMMARY OF EXPERIENCE

- ███ has a total of 16 years of Experience in software industry in Quality management for ███████████ and various ████████. ██████████ development and ████████████.
- This includes 5 yrs of QE management experience as well.
- Currently he manages the QA Team and Quality initiatives for ████████████ and ████████ (██████████████). He previously managed the ███████████████████████ (QA Team size between 10 to 22 Quality Engineers) and supported other ██ development activities
- Prior to managing ███████ and ███████, he also managed the ████████████████████ team.
- His Education is: B.Tech (Chem. Engineering) , MBA (Information Technology & Finance), Chartered Financial Analyst (CFA)

MANAGEMENT SKILLS

- He has successfully led the test activities for various projects (███████, ████████████) working with on-shore and off-shore teams.
- He is a hands-on Manager & has good collaborative working relationships with various teams (Development, Product Management, Strategy, Support) which has helped him resolve issues quickly and get projects done on time. He is very accountable, responsive and ensures timely completion of tasks.
- He has demonstrated good project management skills and problem solving skills in his projects to resolve complex issues and get tasks done on time.
- He constantly motivates his team & creates a supportive working environment which encourages team work, morale and employee retention.
- He was responsible for creating detailed testing project plans for various projects and he managed the executions well by breaking into weekly targets that were achievable by the team. These test cycles involved multiple teams and extended for 6-10 weeks based on the ███ These plans also needed to account for various dependencies like personnel, build and environment availability.
- His functional and technical knowledge helped his team during aggressive test cycles. In ███ & ██████ testing, he also tested several areas, automated tests, logged several Bugs, configured Environments, completed Data Setup and helped his team meet deadlines.
- He has kept all stakeholders updated by providing timely updates including progress, issues and other dependencies.

SCOPE OF POSITION

This position scope includes managing various ████████████████ and ████████████████ with globally placed teams of Engineers. Due the nature of the integrations and the cross team dependency, it is very important to have good communication, project management and interpersonal skills. ████ has been very successful in this position and has been performing above his level as Manager for a while now. He managed the quality teams for several Integrations through several releases and now manages the ████████, ████████████ and ██████████████████ as well as ████████████████

This promotion will be recognition of his good work and efforts and will motivate him further.

TEAMWORK AND INFLUENCE WITHIN ORACLE

- In his current role as ████████, ████ has worked effectively & collaboratively with a wide group of folks (Product Managers, Development, Quality, Support & Strategy) spanning 7-8 different teams.
- He diligently worked late hours & nights with several ████████████████████ teams in IDC to help resolve issues and complete all deliverables on time.
- He works hands on with his team, uncovered several Bugs, developing automated tests, and completed Environment Configuration and data setup during ██████████████████████ and ████████████ to make quick progress
- Daily followed through on unresolved ████ issues through Action Items and always got them resolved fast.
- He has worked with Support teams to strengthen the feedback process and improve the testing scope for better quality.
- He has been the leader in establishing quality process for ████ during its inception and working with various groups to tie into their practices. This was a very important work as ████ worked in an ecosystem with several ██████████ groups.
- ████ also encourages partners and ████████ Oracle groups to develop integrations with Oracle apps and has established a guided development model. ████ has provided good feedback in strengthening this process and also consulted various partner groups on best practices and project planning .e.g. He reviewed test plans for a partner for ████ for ██████
- He is well regarded by Application groups outside of ████ and is viewed as a leader in the integration testing arena. He has spoken about ████ best practices at several company-wide ████ seminars.
- Complex ██████████████ projects required excellent co-ordination and team work between multiple Teams located across the globe. ████ spending time in forming the ████ teams and coordinating all team work has immensely helped all the ████ teams and improve quality and team work.

ACHIEVEMENT

- Successfully managed the test requirements the first ██████████████ (██████████████, ██████████████, █████ █████, ██████████████) in tight deadlines and also covered several horizontal areas like stress testing, High availability testing and platform testing and ██ integration.
  - Due to new nature of these products and the test requirement, ████ also contributed personally in functional testing, setting up ██ and exploring automation and Load testing issues.
  - Led the ██ QA team to move to ████ automation as an early adopter for ████ automation. Worked closely with █████ & ██████████ Teams to remove several automation blockages with ████ usage. Automated some ██ tests while working to resolve the ██ compressed class issues with █████
  - Created Real time ██ Dashboards and Reports for ██ & multiple others ████ to monitor all issues in Bug meetings. He also help setup new Bug Product codes and migrated bugs without any data loss.

- Completed testing in several releases of ██████████████ including ███████, ████, ████████ with high quality and on time without missing deadlines .
- Championed creation of message level automation using ██████████ which resulted in good 80-90% automation coverage of all ██████████████ for ██████████████ (██████████████, ██████████████, ██████████████, ██████████████)
- Conducted Demo/Training sessions on Process Accelerators for several teams (███ ███, ██████████, ██ QA)
- Worked diligently, collaboratively and late nights with several teams to help resolve issues on ██ and multiple ██████████ Releases of ████████, █████ █████, ██████████ and ██████████████ .
- Instrumental in defining/updating QA Processes for consistency across various ██████████ Releases. Collaborated with various application teams to get consensus and implement a consistent Bug process for effectively tracking all defects (includes ██████████ best practices like use of tags).
- Conducted ██████████ demo/training sessions to new QA team members and Support team

- Conducted Guidance sessions for Customers like ▇ while managing ▇ projects
- Established Internal QA workspace to provide 360 Degree view of all QA Activities and plans. This provided a single entry point for all ▇ related information which was very useful in keeping the different teams in sync and to train new members as they came onboard.
- Effectively organized Test Definition for ▇ by implementing the concept of "Common Tests" for repeatable test steps of complex lengthy tests. This helped reduce a 110 Step test case to less than 25 steps and also removed duplicate steps.
- Assisted in defining the ▇ Guided model processes and provided consultation to various guided teams both internal and external.
- Led QA teams using both Development Methodology viz. Scrum/Agile and Waterfall. He is also a Certified Danube Scrum Professional

RECOMMENDATIONS

███ was the QA manager for several ██ projects during the █████ and ██ release lifecycles. ███ is very task focused, process driven, and deadline aware. His team was responsible for the delivering the first set of automated test suites for ███ for the ██████████, ████, and █████████. In this role, he learned the LISA tools to support his team's issues as well as evangelize the automation strategy with the application teams. He designed and rolled out the new Bug DB process for ███ teams to align with the █████ team. He created weekly bug and status reports and drove down the open bug counts not only in the ███ team but the application teams as well. He is able to handle the challenges of working with a virtual team by communicating effectively with employees and peers in India, Denver, and HQ with equal ease. ████ is certainly capable and deserving of a promotion to Senior Manager.

███████████, *Sr. Manager,* █████*development*

███ has very good understanding of █████████. He is very detailed and organized manager. He has worked very well with ███ and ████████████ was one of the most complex ███ and with plenty of challenges in terms of environment, people personality and working across different application teams. ████ was instrumental in running QA group for various releases. With this experience, █████ is ready for taking more responsibility

█████████, *Development Director,* █████████████

I support █████ promotion to a senior manager. It's always a pleasure working with ████ and his team since he joined to lead the QA effort for ████████ ████████ in July 2011. ████ is very thorough, responsive, efficient, and works well with development teams. ██████ being a new product, ████ was instrumental in setting up new bug ID with components, creating bug reports and wiki pages, preparing weekly QA updates, etc. He is a hands-on manager and leads his team well through all QA tasks and deliverables. He is someone I can count on and I am extremely pleased that he is part of our BPM PA team.

█████████, *Sr. Development Director,* █████████████