



**Performance Planning and Review (PPR)**

**SECTION I: Basic Information**

Name of employee	Susanne Lantos	Appointment group & level	IS3
Branch/Institute	CISTI – Publishing	Position Classification	IS3
Name of Supervisor	Carolyn Brown	Name of Reviewing Officer	Cameron Macdonald

*Note: Completion of this document is to be accompanied by review of the content of Section 3.2 of the Human Resources Manual as well as of the appropriate competency profile for the employee.*

**SECTION II: Performance Review**

**Review Period:** \_\_\_\_\_

**Achievement of Work Objectives**

**Overall Performance Rating:** \_\_\_\_\_

(See Annex 3.2-B of the Human Resources Manual for choice of performance rating and related definitions)

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## **SECTION III: Work-Related Objectives and Plans**

**For Period:** September 2007 –March 2008

### **Key Work-Related Objectives and Plans**

Depending on requirements, the volume of work for any particular section below will vary.

#### **General**

- Complete assigned project tasks on schedule
- Maintain regular communications with colleagues about project or implementation progress
- Communicate with manager as necessary to discuss priorities
- Work with the Production application support technician to support the XML system, through frequent meetings, ad hoc communication about issues, invitations to each other's meetings, etc.

#### **Editorial software**

##### **TRAINING**

- Responsible for end-user (staff or contractor) training in eXtyles, XMetaL, MathType, and MathFlow
- Maintain training materials
- Training of back-up personnel as required, including documentation of procedures

##### **MAINTENANCE**

- Serve as primary liaison with consultants (i.e., Inera, XMetaL manufacturer) concerning production issues (whereas development issues may be dealt with by development team)
- Responsible for maintaining eXtyles rules and testing all rules, and documenting decisions and actions. Vet rules with Style Committee or RP French editors when appropriate
- XML DTD: Primary responsibility for maintaining XML DTD, in collaboration with the innovation coordinator, the production manager, and the manager of journals
- Document procedure for modifying XMetaL CSS and toolbar
- Liaise with T&R to help support installations of editing software

##### **END USER SUPPORT**

- Facilitate XMetaL user group meetings for Publication officers
- Documentation of eXtyles, XMetaL, MathType, and MathFlow for users
- Responsible for trouble-shooting and working with other staff to find solutions to problems in order to keep editorial work progressing smoothly
- Responsible for establishing and maintaining logs to track production problems
- Support RP Editorial staff during journal rollout
- Assist in journal production as necessary to aid EAs and POs to meet their deadlines in new system (this could include editing, premarking, proofing, etc.)
- Increased support role for web publishing system, in conjunction with production application support technician

##### **DEVELOPMENT**

- Participate in the configuration and use of the new help desk system that RP will use for production issue tracking
- Test new developments by the vendor for work done in XmetaL, eXtyles, MathType, and MathFlow, as well as new versions of Word and any proposed new software

SUPERSEDES 26 February 2003

EFFECTIVE 12 January 2004

OF

REPLACE 26 février 2003

EN VIGUEUR LE 12 janvier 2004

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**SECTION IV: Career Aspirations** (to be completed by the employee)

To successfully transition within the RP reorganization and to contribute to a successful transition for others.

To update and improve interview skills.

To update French language capabilities and strive towards level "B" or "C" oral.

To gain managerial-type experience within or outside of RP.

To become a manager at RP.

**SECTION V: Recommendations pertaining to Language Training** (to include language profile to be achieved and related training plan) **and/or Personal/Professional Development**

Courses to develop expertise in our XML DTD — general XML courses, any DTD-related courses, in-house familiarization with DTD

Xmetal Developer training

French training.

CPR re-training.

Software conference(s) (i.e., eXtyles User Group Conference), if budget available.

Training in managerial skills (management courses being developed for CISTI).

Training in technical development related to work experience (i.e., pdf/x, colour profiles, other "prepress skills").

**SECTION VI: Certifications**

**a) By the employee** (Comments (optional))

  
Employee Signature \*

14 Sept 2007  
Date

\* My signature indicates that I have been offered the opportunity by my supervisor to discuss and comment on the content of this PPR.

**b) By the supervisor** (Comments (optional))

  
Supervisor's Signature

Sept. 13, 2007  
Date

**c) By the reviewing officer** (Comments (optional))

  
Reviewing Officer's Signature

Sept 14 2007  
Date

