

## Key Result Area (KRA)

Employee Code 00631009 Employee Name Mr. Sachin Bhagchand Ghuge Band I

Designation Associate Consultant - Basis Department Technology & Innovation Project/Location PT-HOTECH01

Period 2023-24 From Date 01-04-2023 To Date 31-03-2024

KRA Submittd On 03-08-2023 KRA Approved On 04-08-2023

Sr.No	Goal Title	Weightage	Measurement Details	Unit	Quantity
1	<p>1A. Quality &amp; timely delivery of Basis administration services for All SAP Products</p> <p>To internal &amp; external customers with high customer satisfaction</p> <p>Ensure timely installation / setup / support / upgrade of all SAP landscapes &amp; versions and the quality of the same to be very high.</p> <p>1. Timely installtion/setup/upgrade/support of all SAP landscapes</p> <p>2. No errors / dumps / issues should be reported in systems due to Basis parameters in all SAP landscapes</p>	40.00	Adherence to 90% of the committed deadlines for the Basis administration activities for assigned projects	%	90

REVIEWEE REVIEWER FINAL REVIEWER

Name Mr. Sachin Bhagchand Ghuge Name Mr. Raj Patel Name Mr. Ashok Wani

Date 03-08-2023 11:22:23 AM Date 04-08-2023 12:05:33 PM Date 04-08-2023 12:19:09 PM

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**Designation** Associate Consultant - Basis      **Department** Technology & Innovation      **Project/Location** PT-HOTECH01  
**Period** 2023-24      **From Date** 01-04-2023      **To Date** 31-03-2024  
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Sr.No	Goal Title	Weightage	Measurement Details	Unit	Quantity
2	1B. Quality and timely delivery of Basis administration services for All SAP Products  To internal & external customers with high customer satisfaction. Ensure timely installation / setup / support / upgrade of all SAP landscapes & versions and the quality of the same to be very high. 1. Timely installation/setup/upgrade/support of all SAP landscapes 2. No errors / dumps / issues should be reported in systems due to Basis parameters in all SAP landscapes	15.00	Not more than 10% of the systems should be reported for errors / dumps / issues due to basis configurations / parameter settings.	%	<=10
3	1C. Quality and timely delivery of Basis administration services for All SAP Products  To internal & external customers with high customer satisfaction. Ensure timely installation/setup / support / upgrade of all SAP landscapes & versions and the quality of the same to be very high. 1. Timely installtion/setup/upgrade/support of all SAP landscapes 2. No errors / dumps / issues should be reported in systems due to Basis parameters in all SAP landscapes	10.00	Customer escalations should be Nil. Feedback from Project manager & Program manager <=2 nos = 5 >2 nos = 0	No's	0

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<b>Name</b> Mr. Sachin Bhagchand Ghuge	<b>Name</b> Mr. Raj Patel	<b>Name</b> Mr. Ashok Wani
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4	Technical documentations for Basis administration  As agreed, technical documentation to be done for all assigned Basis tasks.	10.00	Adherence to 80% of technical documentation of identified & assigned tasks / objects.	%	80
5	Self-Learning & team grooming  As agreed, learning new technologies during the year	25.00	BASIS Installation,configuration and documentation of atleast 1 new product (5 marks)  Identify 1 team member as a backup SPOC of the current project and ensure proper KT and support (5 marks)  Gaining Expertise in HANA Administration, installation & patching (5 marks)  Carry out any certification as suggsted by PDTO/Team Lead (5 marks)  Implementing EDD actions for self and for team (5 marks)	Adherence to Completion	As agreed
	Total	100.00			

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