

Key Result Area (KRA)

Employee Code	00630948	Employee Name	Mr. Naved Aslam Khan	Band	I
Designation	Associate Consultant - Technical	Department	Delivery	Project/Location	Prime-Basis-L2(Technical)
Period	2022-2023	From Date	01-04-2022	To Date	31-03-2023
KRA Submittd On 24-06-2022		KRA Approved On			

Sr.No	Goal Title	Weightage	Measurement Details	Unit	Quantity
1	1A. 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	40.00	Adherence to 90% of the committed deadlines for the Basis administration activities for assigned projects	%	90

REVIEWEE		REVIEWER		FINAL REVIEWER	
Name	Mr. Naved Aslam Khan	Name	Mr. Abdul Gani	Name	Mr. Aniket Anil Bhagwat
Date	24-06-2022 07:11:20 PM	Date	27-06-2022 02:26:59 PM	Date	27-06-2022 02:25:27 PM

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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	20.00	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 by your Project manager & Program manager <=2 nos = 5 >2 nos = 0	No's	0

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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 As agreed, learning new technologies during the year.	20.00	BASIS Installation,configuration and documentation of atleast 1 new product (5 marks) Carry out any certification as suggsted by PDTO/Team Lead (5 marks) Gaining Expertise in HANA Administration and installation (10 marks)	Adherence to Completion	As agreed
	Total	100.00			

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