

Key Result Area (KRA)

Employee Code	00631289	Employee Name	Mr. Ronak Suresh Jain	Band	III
Designation	SR. CONSULTANT - DELIVERY	Department	Delivery	Project/Location	Head Office - Navi Mumbai (HO) - HO-NaviMum
Period	2024-2025	From Date	01-04-2024	To Date	31-03-2025
KRA Submittd On 10-10-2024		KRA Approved On 14-12-2024			

Sr.No	Goal Title	Weightage	Measurement Details	Unit	Quantity
1	MRM & PDTO Preparation of MRM data and PDTO Analysis.	25.00	1.1. Prepare the PDTO, MIS reports. Highlight the gaps & share with DH. FLOOR - 90% TARGET -100% (8 Marks)	No's	12
			1.2. Proactive analysis of variance in PDTO in co-ordination with accounts & communication with respective program managers & DH. FLOOR - 90% TARGET -100% (7 Marks)	No's	12
			1.3. Preparation of Presentation Slides minimum 1 day before the review dates FLOOR - 90% TARGET -100% (10 Marks) Quantity = No of MRM	No's	12
2	PO, Invoice & Payment Process	15.00	2.1 Timely preparation of services PO for Strategic & Prime business unit. FLOOR - 90% TARGET -100% (8 Marks)	Adherence to Completion	As agreed
			2.2 Process the Invoice within 1 day & process for payment after approval as per due dates. FLOOR - 90% TARGET -100% (7 Marks)	Adherence to Completion	As agreed
3	Weekly Tasks Invoice, Cashflow, MOM for Reviews, Compliance Reports.	20.00	1) Update Invoice & cashflow tracker every week - Invoices to be rasied timely. (5 Marks) 2) Provide Rolling Forecast of Prime & Strategic BU for 30 Weeks every Monday. (5 Marks) 3) Prepare & circulate the MOM for weekly project & recruitment reveiw meetings on the same day. (5 Marks) 4) Program managers weekly compliance report. FLOOR - 90% TARGET - 100% (5 Marks) . Quantity = No of Weeks	No's	52

REVIEWEE		REVIEWER		FINAL REVIEWER	
Name	Mr. Ronak Suresh Jain	Name	Mr. Kaustav Das	Name	Mr. Kaustav Das
Date	10-10-2024 06:13:50 PM	Date	14-12-2024 09:44:40 AM	Date	14-12-2024 09:44:40 AM

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4	Reusability Data	20.00	All available data (FS, TS, Source code) should be available with SPOC.	Adherence to Completion	As agreed
5	Proposal Tracker	5.00	1) Provide the updated proposal tracker to COO on 1st working day of each Month. FLOOR - 90% TARGET -100%. Quantity = No of Months	No's	12
6	SAP Tracker	15.00	1) Update SAP Detailed Tracker - Highlight critical things to COO. (5 Marks) 2) Invoice & Payment tracker to be updated every week.FLOOR - 90% TARGET -100% (5 Marks) 3) Maintain repository of order forms & update tracker. (5 Marks)	Adherence to Completion	As agreed
	Total	100.00			

REVIEWEE

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