

## Key Result Area (KRA)

Employee Code 00631371 Employee Name Mr. Mohammed Abdul Thamjeeth Athahar Band II

Designation Consultant - Basis Department Technology & Innovation Project/Location PT-HOTECH01 - PT-HOTECH0

Period 2024-2025 From Date 01-04-2024 To Date 31-03-2025

KRA Submittd On 21-06-2024 KRA Approved On 21-06-2024

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

Name Mr. Mohammed Abdul Thamjeeth Athahar

Date 21-06-2024 10:30:11 AM

### REVIEWER

Name Mr. Raj Patel

Date 21-06-2024 10:30:11 AM

### FINAL REVIEWER

Name Mr. Ashok Wani

Date 21-06-2024 10:30:11 AM

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2	<p>1B. Quality and timely delivery of Basis administration services for All SAP Products</p> <p>To internal &amp; external customers with high customer satisfaction. Ensure timely installation / setup / support / upgrade of all SAP landscapes &amp; 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</p>	15.00	Not more than 10% of the systems should be reported for errors / dumps / issues due to basis configurations / parameter settings.	%	<=10
3	<p>1C. Quality and timely delivery of Basis administration services for All SAP Products</p> <p>To internal &amp; external customers with high customer satisfaction. Ensure timely installation/setup / support / upgrade of all SAP landscapes &amp; 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</p>	10.00	<p>Customer escalations should be Nil. Feedback from Project manager &amp; Program manager</p> <p>&lt;=2 nos = 5 &gt;2 nos = 0</p>	No's	0

<p><b>REVIEWEE</b></p> <p><b>Name</b> Mr. Mohammed Abdul Thamjeeth Athahar</p> <p><b>Date</b> 21-06-2024 10:30:11 AM</p>	<p><b>REVIEWER</b></p> <p><b>Name</b> Mr. Raj Patel</p> <p><b>Date</b> 21-06-2024 10:30:11 AM</p>	<p><b>FINAL REVIEWER</b></p> <p><b>Name</b> Mr. Ashok Wani</p> <p><b>Date</b> 21-06-2024 10:30:11 AM</p>
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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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