Key Result Area (KRA)

Employee Code 00631574	**Employee Name** Mr. Akshay Sanjay Shimpi	**Band** I	
Designation IT Officer	**Department** Technology & Innovation	**Project/Location** Head Office - Navi Mumbai (HO)	
Period 2023-24	**From Date** 01-04-2023	**To Date** 31-03-2024	
KRA Submittd On 11-03-2024	**KRA Approved On** 11-03-2024		

Sr.No	Goal Title	Weightage	Measurement Details	Unit	Quantity
1	Infrastructure availability & support Ensure timely availability of Infrastructure & services to all employees	30.00	1. Review Infrastructure requirements (Laptop/Desktop/Printers/Internet etc.) & ensure timely availabilty to all HBT employees as required by Business 2. Requirement to be addressed proactively through new purchases / immediate hiring of IT Assets 3. Ensure IT Assets are available to HBT employees with license software installed on it. 4. Adherence to 95% of availability of Infrastructure services (i.e. laptops / desktops / VPN access / SAP GUI etc to HBT Employees)	%	95
2	IT Asset Inventory & Licenses Management	20.00	1. Track & update infrastructure inventory on regular Basis 2. Ensure all licenses such as Exchange online, Office 365, Operating systems & other licenses software inventory is tracked & updated on regular basis. 3. Adherence to 99% of document update, analysis & negotiations with vendors	%	99
3	Security	20.00	1. Ensure Software applications installed provided to employees using Robust Firewall rules, Antivirus etc. 2. Ensure data center access, servers access are highly secured 3. Adherence to 99% of security guidelines & implementation of best practice	%	99

REVIEWEE

Name Mr. Akshay Sanjay Shimpi

Date 11-03-2024 11:18:49 AM

REVIEWER

Name Mr. Ashok Wani

Date 11-03-2024 11:21:16 AM

FINAL REVIEWER

Name Mr. Ashok Wani

Date 11-03-2024 11:21:16 AM

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Sr.No	Goal Title	Weightage	Measurement Details	Unit	Quantity
4	IT Policies & Documentation	20.00	As agreed, 1) Prepare IT Policies like Laptop / Desktop allocation, VPN Access, email access, Office 365 Online license assignment 2) Documentation to be done for Indent / Order / Quotations etc. 3) Adherence to 90% of technical documentation of infrastructure services	%	90
5	Data Centre Backup & Protection	10.00	1) Ensure backup of all databases at HBT datacenter is taken as per agreed schedule with respective stake holders (i.e. Tally with Accounts, EASYBID & SAP S4 HANA with Innovation Team) 2) Adherence to 90% of technical documentation of infrastructure services	%	90
	Total	100.00			

REVIEWEE	REVIEWER	FINAL REVIEWER
Name Mr. Akshay Sanjay Shimpi	**Name** Mr. Ashok Wani	**Name** Mr. Ashok Wani
Date 11-03-2024 11:18:49 AM	**Date** 11-03-2024 11:21:16 AM	**Date** 11-03-2024 11:21:16 AM