



Jalaj Mathur <jalaj.mathur@genusinnovation.com>

MBR102022

Jalaj Mathur <jalaj.mathur@genusinnovation.com>
 To: Tarun Gupta <tarun.gupta@genusinnovation.com>

Thu, Oct 13, 2022 at 5:03 PM

Sir,
 Thanks for your time and review. Please find the MOM as below and as attached for your reference.

Minutes of Meeting Details

Name of Meeting	MBR (Q-2) Review
Date and Time	13-Oct-22; 16.05 to 16.30 PM
Project's Phase	NA
Participants	Tarun Gupta, Jalaj Mathur
Absent	

Agenda Item	Discussion	Decision/Action item/Issue
Pending action items	Jalaj conveyed that last time identified action item "Line rejection percentage goal need to change to 2.5% in Business KPI page of Einframe" already done.	
MBR Review : Schedule Variance	<p>Jalaj conveyed that in total 6 Projects considered to collect data for schedule variance and their analysis, out of them 2 NOS are complete i.e. GGE295 & GGE300. And remaining 4 NOS are on going in different different stages / phases. For completed project average schedule variance was 18.6% in positive side, although that is under limit, but far away from goal. This is due to the release related activities that were extended by one week.</p> <p>For on going projects the same trend is observing that schedule variance coming in positive side say 6% -13 % in recent completed milestone and in currently on going activities / tasks.</p> <p>So overall trend of schedule variance is always positive side near to 10%.</p> <p>Tarun asked what is our goal for schedule variance ? Jalaj conveyed that goal is 0. Tarun called Mr. Sobhag & Mr. Syoji (Project managers) and asked why we are higher side in schedule variance, we should try to recue this numbers.</p> <p>Tarun asked why not we take realistic goal to see this trends ?</p> <p>Jalaj agreed to take some realistic goals, but suggested that for more accurate goal, we should wait for currently running projects completion. After that we can set more realistic goal may be like 10% or 12% etc.</p> <p>Tarun convinced but told that another aspect of that team take it by granted and may be variances will go more than 20%. So we should think more on that and explore backup plan also for this. Jalaj told that one thing we can do it relatively fast that recruit some experience persons in middle level also so that team enhancement can occur, as in last some months some experienced employees left the organization. In one project (GGS151) the project manager suffered with this happening, his 2 experienced team members left with short notice, so his plan was effected by this, as damage control he re-assigned some other less experienced team members, but overall his project suffers. Tarun ensured that in next recruitment drive he will focused on this, and already 2 new experienced person almost finalized, who will join within in a month.</p>	<p>Action Item :</p> <ol style="list-style-type: none"> 1. After completion of current on going projects, review and revise the schedule variance goal. 2. Recruitments of experienced persons in middle level.

MBR Review : Line Rejection Ratio	<p>Jalaj conveyed that overall the average figure is 2.77 % which is near to our goal i.e. 2.5%. This is due to our testing and validation team efforts in projects as well as components validation. In May & August month this ratio went some high say 3.5%. This high failure ratio was expected because engineering sample trial lot occurred in this duration.</p> <p>Tarun asked what component that was ? Jalaj conveyed that Chint make AC MCB 10A. This sample approved for trial lot previously so it is expected that it can be happen. But in future such type of electro mechanical samples parallel check in R&D as well as Quality (Haridwar), so that the probability of trial lot failure reduced by some numbers. Also planned to make BOM review checklist in QMS, so that these rejected items can not make part of further models BOMs.</p> <p>Tarun convinced and told that keep in touch with production and quality regarding this.</p>	<p>Action Item :</p> <ol style="list-style-type: none"> 1. Make BOM review checklist.
MBR Review : Product Quality	<p>Jalaj conveyed that as already discussed the low line rejection ration is result of review effectiveness, testing and validation efficiency. The defects filtered during these stages. Although some improvement suggested to team that make habit for self review also to reduce the number of defects.</p> <p>Tarun asked how project managers monitor their defect density in whole project life cycle ? Jalaj conveyed and gave demo of EinFrame Incident management report for all defects in particular project. Tarun suggested that one dashboard type can be implement for these incidents, as EinFrame do for actions items / project tasks. Jalaj ensured to Tarun that he will explore the same with development team.</p>	<p>Action Item :</p> <ol style="list-style-type: none"> 1. Explore dashboard of Incidents to monitor and control.
MBR Review : Support Functions	<p>Jalaj conveyed the performance of support functions like PEG, PQA and OT.</p> <p>PEG : The one major and one minor version of QMS released in last 6 months duration with coverage of Project management. As Benchmark Appraisal scheduled in Nov.22 first week, so one major version is expected after that to address appraisal's findings. Tarun convinced with that.</p> <p>PQA : Jalaj conveyed that after seen audit reports the same picture as discussed in schedule variance section, product quality section came. So we'll continue with that. Although to make pool of auditor PQA head Ms. Shweta Agarwal already included project managers in audit of other project managers' projects to enhance the process adherence.</p> <p>OT : Jalaj conveyed that although coverage of trainings are OK, but overall work not as per expectation. PEG already talked to Training coordinator (Ms. Girija) regarding this and asked to improve this. It is proposed that as Senior Management you should also talked to her.</p>	<p>Action Item :</p> <ol style="list-style-type: none"> 1. Talk to Training coordinator to speed up activities as per plan.
Stakeholder Involvement	Tarun asked what are the issues if any in stakeholders involvement. Jalaj told that as suggested internal informal review on going time to time.	
Benchmark Appraisal	<p>Tarun asked about the preparation of upcoming event i.e. Benchmark Appraisal. Jalaj conveyed that :</p> <ol style="list-style-type: none"> 1. The benchmark appraisal scheduled from 1st Nov. to 9th Nov.22 2. Logistics related tasks like train ticket booking an hotel room booking done. Only need to align the pick and drop facility for Mr. Amir Khan 3. Sampling of projects by CMMI institute already done, there are 5 projects which are sampled. 4. ARR already done by Mr. Amir Khan (LA). 	<p>Action Item :</p> <ol style="list-style-type: none"> 1. Pick and drop facility arrangement for LA.

Thanks & Regards,

Jalaj Mathur | Manager

10/13/22, 5:07 PM

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On Thu, Oct 13, 2022 at 2:46 PM Jalaj Mathur <jalaj.mathur@genusinnovation.com> wrote:

Sir,

Please find the MBR (Metrics Baseline Report) for the last 9 months regarding Business KPI performance as well as support functions performance. Please spare some time today itself to meet and review.

Thanks & Regards,

Jalaj Mathur | Manager

R&D

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