

10000784 Tomy Kalapurackal

Employee Name : Tomy Kalapurackal Manager's Name : Hemant Deshmukh

Goalsheet Approval Date : 24-Apr-2017

KRA Category : Customer

KRA Weightage : 20 _

Key Performance Indicator (KPI) description	Unit	KPI Weightage	Value	(1) Unsatisfactory Performance	(2) Needs Improvement	(3) Good Solid Performance	(4) Superior Performance	(5) Outstanding Performance	Actual achievement of year end	Appraisee comment on actual achievement
Manage and ensure proper functioning of Computers, LAN Devices, Projectors and guiding the resources provided by Vendor. Managing Office 365, Firewall, Routers, Core Core Switches, Wireless Controllers and Access Points for all locations. Server and left employee data backup	Text			Below 85 %	Below 90 %	95 %	Above 97 %	Above 99 %	99%	Successfully managed and maintained the IT infrastructure.
Technology upgrade- based on need and Fund availability	Text			After 30 th March 2017	After 15th March 2017	On or before 01st March 2017	Before 1st Feb 2017	Before 01st Jan 2017	5	In December we replaced 22 Desktop at all locations. Desktop replacement location wise- Daman 3, Tijjala 4, Baddi 6 and Taloja 9.
Closing of Audit observations	Text			Below 100 Days	Below 90 Days	Within 60 days	Within 30 Days	Within 15 Days	4	All observations are closed on time.
Managing the FM services	Text			Below 85 %	Below 90 %	95 %	Above 97 %	Above 99 %	4	5 Fm persons and 1 call coordinator is managed and provided good service to the end users
Maintenance of IT Asset inventory (hardware, networking & software)	Text			Below 85 %	Below 90 %	95%	Above 97 %	Above 99 %	4	IT assets inventory is managed using Kesaya software.

KRA Category : Business

KRA Weightage : 40 _

Key Performance Indicator (KPI) description	Unit	KPI Weightage	Value	(1) Unsatisfactory Performance	(2) Needs Improvement	(3) Good Solid Performance	(4) Superior Performance	(5) Outstanding Performance	Actual achievement of year end	Appraisee comment on actual achievement
Solutioning , Negotiation and Release of PO	Text			After 30 Oct 2016	After 15 Sep 2016	On or before 15 Aug 2016	Before 7 Aug 2016	Before 1 Aug 2016	4	project planning, designing, 3 Vendors were introduced for the pricing clarity
Installation and Config.of On Premise - Active Directory	Text			After 30 Nov 2016	After 30 Oct 2016	On or before 15 Sep 2016	Before 30 Aug 2016	Before 15 Aug 2016	4	Windows server 2008 R2 version and Active Directory installed on 6 Servers.
PC onboarding to AD for all locations	Text			After 28 Feb 2017	After 30 Jan 2017	On or before 30 Dec 2016	Before 30 Nov 2016	Before 30 Oct 2016	3	All locations in India all computers are brought part of the AD
Implementation ADFS – on cloud - MS Azure	Text			After 30 Nov 2016	After 30 Oct 2016	On or before 30 Sep 2016	Before 30 Aug 2016	Before 15 Aug 2016	4	Integration of AD and Office 365 is done
Integration of On	Text			After 28 Mar 2017	After 28 Feb 2017	On or before 30	Before 30 Dec	Before 30 Nov	4	This project was

Key Performance Indicator (KPI) description	Unit	KPI Weightage	Value	(1) Unsatisfactory Performance	(2) Needs Improvement	(3) Good Solid Performance	(4) Superior Performance	(5) Outstanding Performance	Actual achievement of year end	Appraisee comment on actual achievement
Prem AD with ADFS Azure And Office 365 and Single Sign on						Jan 2017	2016	2016		completed and official email was sent on 1st December 2016

KRA Category : People
KRA Weightage : 20 _

Key Performance Indicator (KPI) description	Unit	KPI Weightage	Value	(1) Unsatisfactory Performance	(2) Needs Improvement	(3) Good Solid Performance	(4) Superior Performance	(5) Outstanding Performance	Actual achievement of year end	Appraisee comment on actual achievement
IT News letter & Hands on Training	Text			once in 6 months	once in 4 months	once in 3 months	once in 2 months	once in per month	3	Periodical news letter is being sent out
IT Technical Open House	Text			Once in 3 months	Once in 2 months	Once in 1 months	Once in 15 days	Once in 7 days	3	IT session at Daman office is conducted during plant Visit. Two IT technology session is conducted at Sion office.
Technically Support HR for the PMS Automation	Text			After 1 Jan 2017	After 01 Dec 2016	On or Before 01 Nov 2016	Before 01 Oct 2016	Before 01 Sep 2016	4	Helped HR, in designing, and testing the PMS system.
Completion of IDP	Text			Not done	After 15 March 2017	On or Before 15 March 2017	Before 01 Feb 2017	Before 01 Jan 2017	4	Attended all IDP sessions

KRA Category : Process
KRA Weightage : 20 _

Key Performance Indicator (KPI) description	Unit	KPI Weightage	Value	(1) Unsatisfactory Performance	(2) Needs Improvement	(3) Good Solid Performance	(4) Superior Performance	(5) Outstanding Performance	Actual achievement of year end	Appraisee comment on actual achievement
Implementation of Forti-Client for Data security	Text			After 30th Oct 2016	After 30th Sept 2016	On or before 30th August 2016	Before 30 th July 2016	Before June 2016	5	Identified the solution done the POC, Vendor, and involved in commercial negotiation. completed the installation and implementation in all computers before june 2016.
Managing the Firewall	Text			Below 85 %	Below 90 %	95 percent	Above 97 %	Above 99 %	4	Extended the knowledge to supporting teams in managing and configuring the firewalls at all locations
Maintaining Anti-Virus Server	Text			Below 85 %	Below 90 %	95 percent	Above 97 %	Above 99 %	4	Effectively managed the Anti Virus and ensured all computers at all locations have the anti virus with latest virus installed
Software compliance and managing Kesaya	Text			Below 85 %	Below 90 %	95 percent	Above 97 %	Above 99 %	4	Software compliance is taken care with the help of Kesaya

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