

Employee Name : Viraf Boywala  
Manager's Name : Ranajeet Desai  
Goalsheet Of Year: 2017-2018

**KRA Category : Business**

**KRA Weightage : 40**

**KRA Description : Cost saving and inventory control**

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 cost saving on packaging material (43L)	Text	50		<35L	?35L<43L	?43L<53L	?53L<63L	?63L
Inventory & SMOG reduction	Text	25		?17.5	?16.5<17.5	?15.5<16.5	?14.5<15.5	<14.5
Smooth transition to GST	Text	25		<75	?75<80	?80<85	?85<90	>95

**KRA Category : Business**

**KRA Weightage : 25**

**KRA Description : OTIF & Customer CIP**

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
Achieving 96 OTIF with relation to timely delivery of material	Text	40		<94%	?94%<95%	?95%<97%	?97%<98%	?98%
Proposal for CPD (CIP)	Text	20		NA	NA	1	2	3
Vendor quality agreement & its support system	Text	40		NA	NA	MArch 2018	Feb 2018	Jan 2018

**KRA Category : People**

**KRA Weightage : 20**

**KRA Description : People development**

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
Behavioral Trait: Sense of Responsibility/Ownership	Text	40		<6	?6<7	?7<8	?8<9	?9
Responsiveness to the customer	Days	60		5	4	3	2	1

**KRA Category : Business**  
**KRA Weightage : 15**  
**KRA Description : Process**

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
Develop framework that supports buying - analyse trends, feedstock / industry analysis, monthly presentation in a structured manner, sharing info with team members with latest updated common folder	Text	50		1	2	3	4	5
Update all cost sheets as per GST benefit & update central data base	Text	50		NA	NA	September 2017	August 2017	July 2017

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Individual Development Plan (WI.CHR.03 F.NO. 1)

Employee Name	Manager's name	Employee ID	Year
Viraf Boywala	Ranajeet Desai	10000741	2017-2018

*Please discuss your strengths and work related weaknesses with your manager and identify your training needs. Your development will happen through the following ways:*

**Part A: Development through Instructor led training in Classroom**

No	Name of program	Faculty	Days	Please explain why the training is needed
1	Training on ISO 9001 & 15000 **	ASHOKRAO PATIL	1	This is mandatory
2	Environment Health and Safety *	Sunil Katekari	1	This is mandatory
3	Prevention of Sexual Harassment *		1	This is mandatory
4	Effective Communication Skills	Charles Carvalho	2	For effective communication skills
5	The Super Manager	Amit Sanas	2	

6	Six Thinking Hats		1	to sharpen skill of Multitasking
7	Art of Charm	Anant Pednekar	1	For maintaining better relationship with colleagues

\*Mandatory for all employees to attend this program

\*\*Mandatory for employees working at locations covered by the certifications

*If you need a program that is not mentioned above, please use the space below. Please note this program may be offered if at least 20 people request for it.*

No	Topics required	No. of Days	Internal faculty name
1	nA	0	
2	NA	0	

**Note: Part B and Part C are to be filled by only AGM and above employees.**

**Part B: Development through developmental relationships**

No	Relationship	Name of leader	Number of Meetings planned	Target date	Program Completed	Reviews
1	<b>Coaching</b> through leader in own function for <b>functional</b> inputs					
2	<b>Coaching</b> through leader in own function for <b>functional</b> inputs					

**Part C: Development through action learning projects**

<b>Project Title</b>	
<b>Review date</b>	
<b>Target end date</b>	
<b>Project scope</b>	

<b>Project exclusions</b>	
<b>Project deliverables</b> (Target at rating 3: good solid performance)	
<b>What is the employee expected to learn from this project</b>	
<b>Reviewer(s) name</b>	
<b>Project Status</b>	
<b>Project Status Comments</b>	