

Employee Name : JOSEPH SATHE
 Manager's Name : Pramath Sanghavi
 Goalsheet Of Year: 2017-2018

KRA Category : Process

KRA Weightage : 15

KRA Description : Shared goals with other functions within BU

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
Generate PO, coordinate for material delivery	Days			15	10	7	5	2
Scrap sales order generation after CFO approval	Days			15	10	7	5	2

KRA Category : Business

KRA Weightage : 15

KRA Description : Fulfillment of IDPs

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
Master data for material rates to 2016	Date			31/Aug/2017	30/Sep/2017	31/Oct/2017	30/Dec/2017	28/Mar/2018
IDP-MS Office Basics/MS Excel Advanced	Date			31/Aug/2017	30/Sep/2017	31/Oct/2017	30/Dec/2017	28/Mar/2018

KRA Category : Business

KRA Weightage : 40

KRA Description : Inventory and Store Management of Project Stores

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
Reduction of Inventory of project material. (Value wise)	Percentage			2	3	5	8	10
Material Receipt And tagging to be done on daily basis	Days			10	7	5	2	1
Ensure that material is	Days			10	7	5	2	1

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
not issued without Issue voucher to any user								
Prepare & Publish a list of non moving old material every 3 months. Upload the unaccounted stock to SAP	Text			10 months	8 month	6 months	3 months	1 month
Physical checking of store with SAP stock 100 %.	Days			60	45	30	15	7

KRA Category : Customer

KRA Weightage : 15

KRA Description : Inspection/ Quality checking of Inward material

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
Visual inspection/ Dimensional checking/Record keeping of inward defect material vendorwise	Days			15	10	5	4	2
Storing material properly w.r.t good engineering practice sharing information on available material for future projects	Days			15	10	5	4	2

KRA Category : People

KRA Weightage : 15

KRA Description : Co-Ordination with vendors and stacke holders for GRN preparation

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
Co-ordination with purchaser, vendor, security, excise dept, to complete GRN entries	Days			30	25	15	10	7
QC pending list generation	Days			30	25	15	10	7
Inward Material information sharing to stake holders	Days			10	7	3	2	1
Material & Asset transfer process across VVF unit	Days			25	10	7	3	1

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

Employee Name	Manager's name	Employee ID	Year
JOSEPH SATHE	Pramath Sanghavi	10000257	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	To refresh my own skills and learn more from trainer
5	The Super Manager	Amit Sanas	2	To manage my work in more effective way
6	Six Thinking Hats		1	
7	Art of Charm	Anant Pednekar	1	Want this training for personality development

*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	SAP transaction trainings	1	murali.nama@vvf ltd.com? Nama Murali
2	store transaction / Reports	1	ramkrishna.sahu@vvf ltd.com? Ramkrishn Sahu

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	Coaching through leader in own function for functional inputs					
2	Coaching through leader in own function for functional inputs					

Part C: Development through action learning projects

Project Title	
Review date	
Target end date	
Project scope	
Project exclusions	
Project deliverables (Target at rating 3: good solid performance)	
What is the employee expected to learn from this project	
Reviewer(s) name	
Project Status	
Project Status Comments	