

10001468 NEERAJ SHARMA

Employee Name : NEERAJ SHARMA Manager's Name : Vijay Dhiman

Goalsheet Approval Date : 27-Apr-2017

**KRA Category : People**

**KRA Weightage : 15 \_**

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
Employee engagement score improvement( from 2015-16 figure)	Text			8	9	10	11	12	5	5.4% improvement from last year
Multitasking/Additional responsibility( Umesh/Shahnawaz)	Text			1	1	2	2	2	4	Umesh was given additional responsibility of material management, inventory management and control and Shahnawaz was given responsibility of data entry in SAP

**KRA Category : Process**

**KRA Weightage : 15 \_**

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
EHS Compliance - Reduction in FAC	Text			20%	23%	25%	27.5	30	5	53.85% reduction
EHS Compliance - Reduction in Fire Incidents	Percentage			20	23	25	27.5	30	1	No reduction achieved
SBO - 5/month/employee, HI - 5/month/employee	Text			Not Available	Not Available	Complied	Complied	Complied	5	Complied to SBO Submission
Develop better understanding of process & products, Translucent/Transparent/Syndet	Text			Not Available	MQ 17	DQ 16	SQ16	SQ16	4	Trials were taken on Translucent noodles, transparent soaps and Syndet. Knowhow gathered and process understood

**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
Reduction in conversion cost( % compared to last year average)	Text			1	3	5	6.5	8	1	Conversion cost increased due to decrease in volumes by 22%. Dispatch noodles volumes were also very low and this affected Mazzonni plant utilisation
Reduction in RM/PM cost by reducing wastage( Rs in lacs, basis last year's average)	Text			80	90	100	110	120	5	196.4 Lacs saved
NPD OTIF %	Percentage			93	94	95	97	98	95.56	Only one project could not be delivered by Baddi factory on time due to quality issues.
SMOG Reduction ( % , from March 2016 figure )	Text			20	25	30	35	40	5	March 16 figures of 355 lacs reduced to 54 Lacs. New SMOG generated but factory born out are only 60 lacs.

#### KRA Category : Customer

KRA Weightage : 15 \_

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
OL( MQ 17 figure, stretched 4.2 average of 16-17)	Text			4	4.1	4.2	4.2	4.2	5	4.16 average and 4.55 exit March 17 achieved
Audits	Text			Not Available	Amber	Green	Green	Green	5	all audits came out as green.
Reduction in factory bourn out complaints(including CPD)	Text			40	45	50	55	60	1	36.36% reduction in factory born out complaints. There was significant reduction in CMB (from 12 to 4)
Customer Feedback	Text			3	3.25	3.5	3.75	4	4	3.75 score achieved

#### KRA Category : Customer

KRA Weightage : 15 \_

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
Production OTIF(%)	Percentage			94	95	96	97	98	4	97.3% achieved.

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Rating Of Qualitative Goals

1. I feel my goals were very challenging and stretched because:
<b>Answer:-</b>
2. I have gone the extra mile to help my colleagues/team/organization by:
<b>Answer:-</b>
3. I have lived the VVF values (Openness, Integrity, Respect, Trust, Innovation, Agility) in an exemplary fashion in the following way:
<b>Example1:-</b> Achieved 97.3% OTIF with the help of better insight in to oil and noodle planning and ability to react faster to the changing requirements as an agile organization. Developed an understanding of saving on utility and manpower cost within the team and organisation will get the benefits for the same in the days to come.
<b>Example2:-</b>
4. I have demonstrated the VVF leadership competencies (Teamwork, Customer Orientation, Result Orientation, Developing self and team, Strategic thinking, Ownership and accountability) in the following way:
<b>Example1:-</b> NPD process at Baddi was redesigned. New formats for TRF and reports were generated to give more insight of trial requirements and trial outcomes. Majority of the projects at Baddi are successful and delivered on time.
<b>Example2:-</b> Noodle plant got 5s Trophy four times under my leadership.

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

<b>Employee Name</b>	NEERAJ SHARMA	<b>Manager's name</b>	Vijay Dhiman
<b>Employee Code</b>	10001468	<b>Year</b>	2016-2017

*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	Program completed	Comments
1	Interpersonal skills	Amit Sanas	2	Interpersonal Skills: For better understanding of human behavior	Yes	Training given by Mr. Nishant Mahajan
2	Advanced Communication skills (only AGM & above)	Charles Carvalho	2			
3	Effective time management and execution	Amit Sanas	2			
4	Inspirational Leadership (only AGM & above)	Charles Carvalho	2			
5	Advanced Excel (only AGM & above)		2			
6	Environment Health and Safety *	EHS Team	1			
7	Training on ISO 14001, OHSAS 18001 **	EHS Team	0.5			
8	Training on ISO 9001 & 22000	ASHOKR AO PATIL	0.5			
9	Good Manufacturing Practices	ASHOKR AO PATIL	0.5			

	(GMP +) and cGMP **					
10	Influencing skills	Internal TBD	2			
11	Strengths based team building	Charles Carvalho	1			

\*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	Program Completed	Reviews
1				undefined	undefined
2					

**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	Vijay Dhiman	5	15/Mar/2017	Yes	NA
2	<b>Coaching</b> through leader in own function for <b>functional</b> inputs	Wadekar	5	15/Mar/2017	Yes	

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

<b>Project Title</b>	Implementation of NPD process & documentation In Baddi
<b>Review date</b>	31/Dec/2016
<b>Target end date</b>	15/Mar/2017

<b>Project scope</b>	Entire NPD Operations at VVF Baddi
<b>Project exclusions</b>	DFA
<b>Project deliverables</b> (Target at rating 3: good solid performance)	Smooth Transfer of New Product to Plant
<b>What is the employee expected to learn from this project</b>	Documentations, Knowledge tranfer & collaborations
<b>Reviewer(s) name</b>	Vijay Dhiman
<b>Project Status</b>	Completed
<b>Project Status Comments</b>	NPD process at Baddi factory redesigned. Improved response time for trials and reports. New comprehensive TRF and Trial report formats designed. Better understanding of this concept aquired. It helped us do NPD with more coordination and in a cohesive environment. Till now there is not a single incident of delay in trial or delay in trial report submission.