

Employee Name : Himanshu Yadneshwar
 Manager's Name : Vadiraj Ekkundi
 Goalsheet Of Year: 2017-2018

KRA Category : People

KRA Weightage : 20

KRA Description : Documentation as per VVF standards

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
Prepare, review & issue all technical documents to production/FDA/Customer, etc. as per VVF's Quality Systems	Text	50		4 days later than agreed date	2 days later than agreed date	Submitted on agreed date	2 days before than agreed date	3 days before agreed date
Regulatory related information gathering based on actual needs	Days	50		8	6	5	3	1

KRA Category : Business

KRA Weightage : 20

KRA Description : Project monitoring for CPD, CMB & Oleo at R&D platform

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
Monitor projects & arrange OTIF scores for the R&D projects of CPD & CMB	Text	50		less than 90 %	In between 90% to 93%	In between 93% to 96%	In between 96% to 98%	More than 98%
Project portfolio management installed for new project by	Date	50		31/Mar/2018	31/Jan/2018	30/Nov/2017	31/Oct/2017	30/Sep/2017

KRA Category : Customer

KRA Weightage : 20

KRA Description : System Accreditation by Govt. Authority

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
Support R&D Talaja in terms of documentation for DSIR Government Of India recognition	Date	50		31/Oct/2017	30/Sep/2017	31/Aug/2017	11/Aug/2017	28/Jul/2017
Support R&D, Talajas for documentation from audit perspective	Date	50		31/Jan/2018	30/Nov/2017	31/Oct/2017	30/Sep/2017	31/Aug/2017

KRA Category : Process
KRA Weightage : 20
KRA Description : Monthly Review Meetings for R&D & Marketing

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
Organizing monthly R&D meetings of CPD & Issue of MOMs	Text	50		upto 90% meetings organized	upto 95% meetings organized	more than 95% meetings organized & MOM issued within 4 working days	more than 95% meetings organized & MOM issued within 2 working days	more than 95% meetings organized & MOM issued within 1 working days
Organizing monthly R&D meetings of CMB & Issue of MOMs	Text	50		upto 90% meetings organized	upto 95% meetings organized	more than 95% meetings organized & MOM issued within 4 working days	more than 95% meetings organized & MOM issued within 2 working days	more than 95% meetings organized & MOM issued within 1 working days

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

Employee Name	Manager's name	Employee ID	Year
Himanshu Yadneshwar	Vadiraj Ekkundi	10003978	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	Require for work related communication with intra-department, inter-department & outside the organization
5	The Super Manager	Amit Sanas	2	
6	Six Thinking Hats		1	
7	Art of Charm	Anant Pednekar	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
1			
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	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	