

10000465 PRASAN DAS

Employee Name : PRASAN DAS Manager's Name : Tomy Kalapurackal

Goalsheet Approval Date : 21-Apr-2017

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 Technical Open House	Text			Once in 3 months	Once in 2 months	Once in 1 Months	once in 15 Days	once in 7 Days	Once in months.	Hands on training on generating digital signature invoice,using one drive,Accessing IP cameras
IT technology hands on Training	Text			Once in 3 months	Once in 2 months	Once in 1 Months	once in 15 Days	once in 7 Days	Once in 15 Days	Hands on training to QC LAB team to use new GC server login in after migration from old system.
Completion of IDP	Text			Not done	After 15 March 2017	On or Before 15 March 2017	Before 01_02_2017	Before 01_01_2017	IDP completed before 01_02_2017	Attended the training mentioned in IDP before 1st feb of 2017)

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_10_2016	After 15_09_2016	On or Before 15_08_2016	Before 07_08_2016	Before 01_08_2016	Solution to implemeted & execution partner finalized before 07_08_2016	Attended various vendor Meeting with HO IT Team to conclude the technical solution for the new project.
Installation and Config.of On Premise - Active Directory	Text			After 30_11_2016	After 30_10_2016	On or Before 15_09_2016	Before 30_08_2016	Before 15_08_2016	Server installtion & build up done before 15_08_2016	Requisites for AD configuration in terms of SERVER RAID configuration , hardware upgrade, OS installation with patches in IDC ,sion & taloja full filled . All data gathering related existing servers hardware configuration, users ,shared folder. Completed before 15_08_2016
PC on boarding to AD for all locations	Text			After 28_02_2017	After 30_01_2017	On or Before 30_12_2016	Beefore 30_11_2016	Before 30_10_2016	Systems added to new AD before 30_10_2016	Various scenario testing done before migrating end user system from old server to new server e.g. profile copy, old OST files to be attached to new profile. Related error troubleshooting shared with peer of other locations . Guided,hands on help provided to peers of other locations to add end user desktop addition to domain,old ost migration to new profile.Done before 30_10_2016

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Implementation ADFS – on cloud - MS Azure	Text			After 30_11_2016	After 30_10_2016	On or Before 30_09_2016	Before 30_08_2016	Before 15_08_2016	Server Build up done before 15_08_2016	Requisites for AD configuration in terms SERVER RAID configuration , hardware upgrade, OS installation with patches in IDC ,sion & taloja full filled . All data gathering related existing servers hardware configuration, users ,shared folder. Completed before 15_08_2016
Integration of On Prem AD with ADFS Azure And Office 365 and Single Sign on	Text			After 28_03_2017	After 28_02_2017	On or Before30_01_2017	Before 30_12_2016	Before 30_11_2016	Project Completed before 30_11_2016	Now all users are able to change password of their by themself. Mails password are now synced with login credentials . We have achieved extra mile mail security by enabling MFA in all users mail id.Activity completed before 30_11_2016

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 Jne 2016	5	Forti clients installed & necessary configuration done in Laptops & firewall to protect Data before june 2016.
Managing the Firewall - All locations	Text			Below 85 %	Below 90%	95 Percent	Above 97%	Above 99%	5	Timely backup of location firewall , Configuration , policy changes done to one policy for all locations. Extended help to location peers in managing WAN bandwidth or any policy change as on required basis.
Maintaining Anti-Virus Server	Text			Below 85 %	Below 90%	95 Percent	Above 97%	Above 99%	5	upgraded to version 14 from 12 . Configuration of new policies & modification of policies as on required.
Software compliance and managing Kesaya	Text			once in 6 months	once in 4 months	Once in 3 months	Once in 2 months	Once in 1 Months	4	Very close monitoring of FM Engineer software installation activity to ensuring right Activation Key to be used if any system formatted. Also acted on if any compliance issue highlighted by kaseya Team.

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 Managing Office 365, Firewall, Routers, Core Switches,	Text			Below 85 %	Below 90%	95 Percent	Above 97%	Above 99%	5	Follow up with vendors to provide best end user service, minimise down time related spare replacement. guide, supervise FM engineer to resolve OS application related issue. Monitoring firewall for WAN utilization, backup & upgrade firewall os patches. This will help the organization devices up 98%
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 01_02_2017	Before 01_01_2017	4	New technology like MFA is implemented in all users mail for better security. Activity completed before 01_01_2017.
Closing of Audit observations	Text			Below 100 Days	Below 90 Days	Within 60 days	Within 30 Days	Within 15 Days	4	points related to Anti virus clients & server are addressed within time limit, IT whenever shared with me.
Managing the FM services	Text			Below 85 %	Below 90%	95 Percent	Above 97%	Above 99%	5	Helping, guiding, monitoring of FM services for minimize impact on end user daily work. Better utilization FM resource to improve end users service satisfaction.
Maintenance of IT Asset inventory (hardware, networking & Software)	Text			Below 85 %	Below 90%	95 Percent	Above 97%	Above 99%	5	Regular monitoring of hardware utilization ,availability & alternate arrangement . Networking device update installation ,utilization to provide up time up to 99.99%