

10001836 Jaijee Varghese

Employee Name : Jaijee Varghese Manager's Name : Amarjit Mishra

Goalsheet Approval Date : 05-Apr-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
Achieve Rs.168.77cr in JO soaps	Text			< 116.45	116.45 to 160.33	160.33 to 177.21	177.21 to 217.71	> 217.71		
Achieve Rs.7.29cr in Bacter Shield soaps	Text			< 5.03	5.03 to 6.93	6.93 to 7.65	7.65 to 9.40	> 9.40		
Achieve Rs.4.45cr in Bacter Shield Handwash	Text			< 3.07	3.07 to 4.23	4.23 to 4.67	4.67 to 5.74	> 5.74		
Achieve a combined EBIDTA Rs.(11.51) or in portfolio handled.	Text			> (14.84)	(12.08) to (14.84)	(11.04) to (12.08)	(11.04) to (8.05)	< (8.05)		

**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
Understanding of what Jo stands for, why consumer buys Jo, cues for new packaging development,	Text			Mar'17 4th wk	Mar'17 2nd wk	Feb'17 1st wk	Jan'17 4th wk	Jan'17 2nd wk	The product & packaging was completed by late Jan & artworks were provided to packaging team on 2nd Feb 2017. It was ready for launch, however launch deferred due to changes in packaging designs following meeting with management in Feb end review. Changes suggested has resulted in delay & hence the project could not be closed in this financial which is beyond the control of the brand team.	
Launch of Mystia soap	Text			Mar'17 4th wk	Mar'17 2nd wk	Feb'17 1st wk	Jan'17 4th wk	Jan'17 2nd wk	The product & packaging was completed by late Jan & artworks were provided to packaging team on 4th Feb 2017. It was ready for launch, however launch deferred due to changes in packaging designs following meeting with management in Feb end review. Changes suggested has resulted in delay & hence the project could not be closed in this	

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									financial which is beyond the control of the brand team.	
Launch of Mystiatalc	Text			Mar'17 4th wk	Mar'17 2nd wk	Feb'17 1st wk	Jan'17 4th wk	Jan'17 2nd wk		

KRA Category : Business

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
Identification of extension in Bacter Shield	Text			Mar'17 4th wk	Mar'17 2nd wk	Feb'17 1st wk	Jan'17 4th wk	Jan'17 2nd wk	The formulation was finalized in	
Improvement in the sales mix for Jo & Bacter Shield with a focus on profitable SKUs	Percentage			1	2	3	4	5		
Launch of new improved Bacter Shield soap benchmarked to competition.	Text			Mar'17 4th wk	Mar'17 2nd wk	Feb'17 1st wk	Jan'17 4th wk	Jan'17 2nd wk		

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
Re-working of Jo formulation with Sodium Gluconate	Text			Aug '16 last week	Aug '16 3rd week	Aug '16 2nd week	Aug '16 1st week	July '16 last week	Artworks for the new wrappers etc were completed by 20th June 2016 & wrapper approvals were provided starting 24th June 2016. The project was completed in time with a smooth transition considering that there is more than 50+ SKUs. The FDA permission for the same was recd on 29th August 2016 to ensure maximum old wrapper use before switch.	
Margin improvement by 10% in Jo by optimising formulation, packaging and scheme reduction from April 2016 level	Text			Nov '16 2nd wk	Nov '16 1st wk	Oct'16 4th wk	Oct'16 3rd wk	Oct'16 2nd wk		
Positive net contribution for BSHW in MT	Text			Nov '16 2nd wk	Nov '16 1st wk	Oct'16 4th wk	Oct'16 3rd wk	Oct'16 2nd wk		

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

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
Suggest a mix for MPCG market for Jo - SKU, scheme, variant, insight & execute to improve sales.	Text			1%	3%	5%	6%	7%		
New Variant Development in JO	Text			1st Week March	4th Week Feb	3rd Week Feb	2nd Week Feb	1st Week Feb		
Competition Study, Market Identification, Pricing Benchmarking, Packaging Development, Perfume Shortlist along with Go to Market Strategy for Talc	Text			1st Week March	4th Week Feb	3rd Week Feb	2nd Week Feb	1st Week Feb		

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

<b>Employee Name</b>	Jaijee Varghese	<b>Manager's name</b>	Amarjit Mishra
<b>Employee Code</b>	10001836	<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			
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	To be able to lead a successful team & inspire the team to think out of the box	undefined	
5	Advanced Excel (only AGM & above)		2			
6	Environment Health and Safety *	EHS Team	1	Ok	undefined	
7	Training on ISO 14001, OHSAS 18001 **	EHS Team	0.5	Ok	undefined	
8	Training on ISO 9001 & 22000	ASHOKR AO PATIL	0.5			
9	Good Manufacturing Practices (GMP +) and cGMP	ASHOKR AO PATIL	0.5	Ok	undefined	

	**					
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	Amarjit Mishra	4	31-12-2016	undefined	
2	<b>Coaching</b> through leader in own function for <b>functional</b> inputs	Khushroo Forbes	4	31-12-2016	undefined	

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

<b>Project Title</b>	Health For All. - Bacter Shield soap & identification of extension
<b>Review date</b>	31-03-2017
<b>Target end date</b>	31-03-2017

<b>Project scope</b>	Re-formulation of Bacter Shield soap to better Lifebuoy soap – performance, sensorial, fragrance, shape. Identification of possible extensions under the brand & conduct a funnelling exercise to shortlist.
<b>Project exclusions</b>	NA
<b>Project deliverables</b> (Target at rating 3: good solid performance)	Re-launch of new Bacter Shield soap. Identification of new categories for line extension. Explore packaging for mass consumption & easy penetration & visibility.
<b>What is the employee expected to learn from this project</b>	Understanding of the hygiene market, consumer insight of hygiene market & the products that can be launched in the segment. Identify the brand fit with Bacter Shield. Product costings & viability. Sales volume & launch planning. Channel identification. Formulation development & factory friendly to increase line efficiency (as compared to current).
<b>Reviewer(s) name</b>	Amarjit Mishra
<b>Project Status</b>	Completed
<b>Project Status Comments</b>	The re-formulated soap has been approved. New revised packaging has been developed & same is being in market in April 2017. Delay due to changes made due to management need for change in packaging. Extensions have been indentified of which sanitizer has been launched & other options listed with the indicative costings as per the attached ppt.