

Employee Name : Kiran P
 Manager's Name : Vinoo Dias
 Goalsheet Of Year: 2016-2017

KRA Category : People

KRA Weightage : 20

KRA Description : Reporting Performance of all Plants to the concerned Authorities

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
1.Preparing deviation, inventory and MIS 'Oleo input' reports.	Text			10_ 12 th of Every Month	10_ 12 th of Every Month	8_ 10 th of Every Month	5_ 7 th of Every Month	1 _ 4 th of Every Month
2.Circulation of SPKO /RMO & 1618 Position	Text			Not Available	Not Available	fortnight	Every week (Thursday)	twice a week

KRA Category : Business

KRA Weightage : 20

KRA Description : Inventory management

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
1.Slow moving above 90 days - Annual Average	Text			2750_3000	2500_2750	2250_2500	2000_2250	<2000
2.Provide information to Purchase function for Oil purchase planning (ORMS)	Text			Not Available	Not Available	fortnight	Once in every week	Not available
3.Coordination with Sourcing team to ensure that 'SNOP manufacturing' route is considered in procurement plan	Text			1_3 working days before month end	3_5 working days before month end	5_7 working days before month end	8_10 working days before month end	10_12 working days before month end
4.Inventory Norms	Text			>66 days of sales	64_66 days of sales	62_64 days of sales	59_61 days of sales	<59 days of sales

KRA Category : Process

KRA Weightage : 20

KRA Description : Material balancing

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
1. Preparing 3 months of detailed material balance	Text			not available	not available	6_7 th of every month	4_5 th of every month	2_3 rd of every month

KRA Category : Business
KRA Weightage : 40
KRA Description : S&OP Management

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
1.Build the supply commitment for next month,taking in consideration of production cost ,best suitable raw materials and plant capacity	Text			30 th of previous month	28 th of previous month	27 th of previous month	26 th of previous month	25 th of previous month
2.Co-ordinate with demand planner ,manufacturing team for meeting SNOP commitment	Text			27 th of previous month	26 th of previous month	25 th of previous month	24 th of previous month	23 th of previous month
3.Planning versus Actual	Text			<80%	>80% to 85 %	> 85% to 90%	>90% to 95 %	>95%
4.Provide manufacturing routes of product wise SNOP commitment to the Finance	Text			10_ 12 th of Every Month	10_ 12 th of Every Month	8_ 10 th of Every Month	5_ 7 th of Every Month	1_ 4 th of Every Month
5.MRP in SAP	Text			Dec'16	Nov'16	Oct'16	Sep'16	Aug'16

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

Employee Name	Manager's name	Employee ID	Year
Kiran P	Vinoo Dias	10000523	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
1	Training on ISO 14001, OHSAS 18001 **	EHS Team	0.5	
2	Good Manufacturing Practices (GMP +) and cGMP **	ASHOKRAO PATIL	0.5	
3	Environment Health and Safety *	EHS Team	1	

4	Interpersonal skills	Amit Sanas	2	
5	Advanced Communication skills(only AGM & above)	Charles Carvalho	2	
6	Effective time management and execution	Amit Sanas	2	OK
7	Inspirational Leadership (only AGM & above)	Charles Carvalho	2	OK
8	Advanced Excel (only AGM & above)		2	
9	Training on ISO 9001 & 22000	ASHOKRAO PATIL	0.5	OK
10	Influencing skills	Internal TBD	2	In Supply chain, influencing skill is required to achieve desired result.
11	Strengths based team building	Charles Carvalho	1	
12	Getting Things Done	Charles Carvalho	1	
13	Influencing skills	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					
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Part C: Development through action learning projects

Project Title	Business case for Value added alcohol derivatives and progress 2 recommendations for implementation.
Review date	Once in a month.
Target end date	31/Dec/2016
Project scope	1. Listing of alcohol based products. 2. Technology /technical evaluation. 3. Market evaluation/applications/competition local abroad. 4. Capability gaps. 5. Possibility of toll manufacturing. 6. Product costing. 7. Capex 8. Product selection criteria
Project exclusions	1. Market survey. 2. Marketing strategy. 3. R &D and pilot work.
Project deliverables (Target at rating 3: good solid performance)	1) Business case for two products delivered by Dec 2016
What is the employee expected to learn from this project	1.Exposure to alcohol derivatives market. 2.Familiarization of fatty alcohols and oleo chemical language. 3.Manufacturing processes. 4.Developing business cases. 5.Project/ product costing. 6.Toll processors available. 7.Project management.
Reviewer(s) name	1. Vijay Rao. 2. Ramesh Doraiswami
Project Status	Completed
Project Status Comments	Presented Project to MD & project evaluation team