10000781 Manoj Mhatre

Employee Name : Manoj MhatreManager's Name : Hemant Deshmukh

Goalsheet Approval Date : 16-Apr-2017

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
Evaluation of IT products on the latest technology	Text			60 days after project approval	45 days after project approval	30 days after project approval	15 days after project approval	07 days after project approval	within Week time	We are on Latest OS and Application Version of SAP Server. Also buying advance accessories which supports to our existing hardware. Implementation of Mobility Application for user convenience.
IT Procurement and Renewals of 2.88cr within time frame and payment follow up.	Text			15 Days delay	10 Days Delay	5 Days Delay	In time	Before time	Renewal on Due dates. Payment within 15 days.	All the IT procurement and AMC renewals are happen within time frame to prevent the failure of services. All required Licenses procured in time to avoid compliance issue and maintained business continuity. Pallavi have saved almost 20% to 30% cost of 1.5 Cr by doing first level hard negotiations using our experience and skills.

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
DR Drill	Text			.	0 times in year	1 times in year	2 times in year	3 times in year	2 time on Live and 1 time for test	Execute DR Drill 2 times in Live scenario and 1 time on testing scenario.
Implementation of SSL certificate for SAP securities	Text			.	Mar_17	Feb_17	Jan_17	Dec_16	Installed on 12th Sept 2016	SSL implementation to avoid unauthorized access to SAP servers and maintained high level security for remote users. This project is done by IT internal Basis team.
O/S Administration on Solaris, AIX and Oracle Database Administration with security Patches.	Text			Latest Patch _5	Latest Patch _4	Latest Patch _3	Latest Patch _2	Latest Patch _ 1	Latest Patch.	Latest AIX OS patches and security patches applied on IBM AIX Server for16 Nos. SAP patches upgrade to latest release for all SAP servers by IT internal Basis team.

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
SAP Uptime and DR Uptime	Text			95 percent	96 percent	97 percent	98 percent	99 percent	99%	Maintained 99% SAP DC and DR uptime. DC and DR are in Sync and DataLag was maintained up to Zero for BCP.
WAN uptime	Text			94 percent	95 percent	96 percent	97 percent	98 percent	98%	In spite of having dependencies and challenges from ISP's. we have maintained 98% WAN uptime to avoid business transaction loss by maintaining backup link effectively.
SAP Basis Support Window (India/Poland/Dubai)	Text			After 5 hour	After 4 hour	After 3 hour	After 2 hour	within 1 hour	Within 1 Hour	All Basis Support maintained by Manoj and Vipul for India/Poland and Dubai. attended all the reported incident call/ticket within 1 hours during office hours and remotely during off working hours.

KRA Category : Process
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
SAP version technical upgrade from EHP6 to EHP7 for GST – Internally	Text			Oct_16	Sep_16	Aug_16	Jul_16	Jun_16	Live on 4th May 2016	In-house Implementation. SAP Basis team has independently done EHP7 upgrade in 15 days without taking any rest and had worked 24 hours a day to complete this 3 months project. This is prerequisite and compliance for GST. Saved nearly 50 Lakh.
SAP Tcode validation by Third Party	Text			10/10/2016	15/10/2016	30/09/2016	15/09/2016	30/08/2016	2nd Dec 2016	Post SAP Audit, Since SAP has refused to give the Tcode validation, we have done it through third party and designed report on usage v/s assignment statistic. by doing this Risk assessment we have reduced our risk up to 95%.
Ensuring software optimization and compliance of SAP Licenses including SOD	Text			30/01/2017	30/12/2016	30/11/2016	30/10/2016	30/09/2016	Nov 2016	In house Implementation. We have reallocated the SAP Licenses based on the usage of SAP and maintained SOD

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										based on the Rule set by the company. SOD implementation will reduce the business risk and mitigate controls. SAP Basis team had created SOD scripts using SAP standard functionality to enable SOD check in SAP. There are very expensive SOD customized tools available in the market. We have saved almost 30 Lakh.
Solution Manager 7.1 Configuration on Windows Server	Text			Jan_17	Dec_16	Nov_16	Oct_16	Sep_16	Live on Oct 2016	In-house Implementation.Installed Solution Manager on Latest version on Windows. And released one AIX Server

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
SAP FIORI for PR-PO Release and PERSONNA for Synergy	Text			Feb_17	Jan_17	Dec_16	Nov_16	Oct_16	11th Dec 2016	In house Implementation ,Installation and Configuration. User can release PO and PRF remotely using their Mobile. by doing this time can be saved between PO & GRN transaction. They can track the PO up to payment status. saved almost 2 Lakh.
Sucessful completion of IDP's of direct reportees	Text			.	.	.	.	30/03/2017	completed	EHS and Advance Excel training acquired internally
Training on Advance Excel	Text			.	.	.	.	.	Advance Excel	Got some hand on training from Mr. Vipul on Advance Excel Tools.