10003029 Jayram Gurav

Employee Name : Jayram GuravManager's Name : Tomy Kalapurackal

Goalsheet Approval Date : 11-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
1 IT Technical Open House	Text			once in 6 months	once in 4 months	Once in 3 months	Once in 2 months	Once in 1 Months	4	Given awareness on Malware, Fishing mails to end user so that, to identify such threaten mails in proactive manner.
2 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	4.5	In phase of day to day training interaction with user, clarifying the doubts such as share point, office365, etc
3 Completion of IDP	Text			Not done	After 15st March 2017	On or Before 15st March 2017	Before 01/02/2017	Before 01/01/2017	5	IDP completed as committed.

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
2 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	5	Upgraded Active Directory Server, configure RAID & installed Active Directory software with all patches on time it helps to the organization further support to single sign on & data security.
3 PC on boaridng 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	5	Various scenario testing done before migration end user system from old server to new server. All location machines are taken into consideration in AD & which helps all machines came into single umbrella. Done before
4 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	5	In presence of AD, Sync between Active Directory & office365 which helps in single sign on.
5 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	5	Since this was implemented all users can login with single sign on mail, machine, VPN etc
1 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	5	Interaction with Vendor & Purchase Team to procure, deliver the service/good on time to the orgranization.

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
"1 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	Configured FORTI client in our sion firewall, the same configured in all machines to protect data via firewall
"2 Managing the Firewall "	Text			Below 85 %	Below 90%	95 Percent	Above 97%	Above 99%	5	Taking backup of all location firewall, extended help to location peer in managing WAN bandwidth or any polices change as on required basis
"3 Maintaining Anti-Virus Server "	Text			Below 85 %	Below 90%	95 Percent	Above 97%	Above 99%	5	Anti virus server upgrade OS version and upgraded to AV version 14 from 12. Configure all new polices and upgrade end user system
"4 Software compliance and managing Kesaya "	Text			Below 85 %	Below 90%	95 Percent	Above 97%	Above 99%	4	Close monitoring of software installation to ensure right activation key to be used if any compliance issue highlighted by Kaseya Team
"5 Maintaining Data backup of left employee and Server "	Text			Below 85 %	Below 90%	95 Percent	Above 97%	Above 99%	5	As per company policy we will take the data backup as when employee left the organization & all servers we will take backup weekly.

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
1 Manage and ensure proper functioning of Computers,LAN Devices,Projectors . Managing Office 365, Firewall, Routers, Core Core Switches, Wireless Controllers and Access Points for all locations	Text			Below 85 %	Below 90%	95% Percent	Above 97%	Above 99%	5	Follow up with vendor to provide best end user services, minimize downtime related spare replacement. Supervise FM engineer to resolve of application and hardware, networking related issue Monitoring firewall for wan utilization, taken backup firewall and Wireless controllers, Core Switches and left employee. This will be help the

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
										organization devices up 99%
"2 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	5	MFA implemented in all users mail for better security. this activity completed before
"3 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, process of allocation and d allocation related to it asset & server are addressed within time limit, whenever shared with me.
"4 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.
"5 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%

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

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
"2 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	5	
"3 Closing of Audit observations "	Text			Below 100 Days	Below 90 Days	Within 60 days	Within 30 Days	Within 15 Days	4	

Employee Name	Jayram Gurav	Manager's name	Tomy Kalapurackal
Employee Code	10003029	Year	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	Need to do self-planning in order to complete the task on time	undefined	
4	Inspirational Leadership (only AGM & above)	Charles Carvalho	2			
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	ASHOKRAO PATIL	0.5			
9	Good Manufacturing Practices (GMP +) and cGMP	ASHOKRAO PATIL	0.5	Ok	undefined	

No						
	**					
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	**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	Select
Project Status Comments	