Employee Name : GANESH DESHMUKH
Manager's Name : Chandrashekhar Marathe
Goalsheet Of Year: 2016-2017

KRA Category : Business
KRA Weightage : 20
KRA Description : Cost reduction

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
Ensure minimum glassware breakages	Text			More than 10 cases of breakage	10 cases of breakage	5 cases of breakage	3 cases of breakage	Only 1 case of breakage
Minimise absentism (Overtime saving)	Text			more than 10 leave without pay	ore than 5 leave without pay	more than 3 leave without pay	No leave without pay	Minimum absentism
Ensure that the revised sampling plan is followed	Text			Random audits compliance below 80%	Random audits compliance below 90%	Random audits should comply above 90%	Random audits should comply above 95%	Random audits should comply 100%

KRA Category : Customer
KRA Weightage : 40
KRA Description : Ensure error free analysis and internal customer satisfaction

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
Ensure correct communication from shift to shift, time to time	Text			Random audits compliance below 80%	Random audits compliance below 90%	Random audits should comply above 90%	Random audits should comply above 95%	Random audits should comply 100%
Ensure that the results are communicated to the internal customers with out delays & with out errrors.	Text			Random audits compliance below 80%	Random audits compliance below 90%	Random audits should comply above 90%	Random audits should comply above 95%	Random audits should comply 100%
SAP entries are to be done for complete batches before 5 days	Text			More than 30 days	More than 20 days	More than 10 days	5 to 10 days	Upto 5 days
The deviations with respect to specifications should be brought to notice of seniors & shift in charge	Text			No case reported	Less than three cases reported	Three cases reported	Four cases reported	More than 5 cases reported

KRA Category : People
KRA Weightage : 20
KRA Description : Engage in self development activities & to Ensure occupational safety in lab

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
Complete the IDP training	Text			No attempt	50% complete	100% complete	NA	NA
Get familier with a general picture of all plant activities and visit all plants atleast 5 times per year	Text			No visit	2 time visit with abnormility report	3 time visit with abnormility report	5 time visit with abnormility report	NA
Ensure , by year end, all the working area related to chemist is learnt and is manageable independantly.	Text			Random audits compliance below 80%	Random audits compliance below 90%	Random audits should comply above 90%	Random audits should comply above 95%	Random audits should comply 100%
Always wear proper PPEs while working in lab and while visiting the plants	Text			More than one case in year	One case in year	NA	NA	NA
Always refer DOs & Don'ts in the lab , do not make spillages , do not use broken glasswares	Text			More than two case in year	Two case in year	NA	NA	NA
Mobile usage inside laboratory premises to be restricted	Text			More than two case in year	Two case in year	NA	NA	NA
No arrogant behaviours / non cooperation / quarrelling with other departments	Text			More than two case in year	two case in year	NA	NA	NA

KRA Category : Process
KRA Weightage : 20
KRA Description : Ensure that QMS and GLP are followed

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
Do the analysis and all other works in lab strictly as per SOPs.	Text			Random audits compliance below 80%	Random audits compliance below 90%	Random audits should comply above 90%	Random audits should comply above 95%	Random audits should comply 100%
Ensure all analysis results are entered at proper sites and in the first level register with sign and date	Text			Random audits compliance below 80%	Random audits compliance below 90%	Random audits should comply above 90%	Random audits should comply above 95%	Random audits should comply 100%
Ensure all batch results entries in shifts in SAP	Text			Random audits compliance below 80%	Random audits compliance below 90%	Random audits should comply above 90%	Random audits should comply above 95%	Random audits should comply 100%
Maintain proper house keeping in Lab.	Text			Random audits compliance below 80%	Random audits compliance below 90%	Random audits should comply above 90%	Random audits should comply above 95%	Random audits should comply 100%

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

Employee Name	Manager's name	Employee ID	Year
GANESH DESHMUKH	Chandrashekhar Marathe	10000529	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	This training will help me to face internal quality audits & customer audits, I will be more organised & will keep watch on document control.
9	Training on ISO 9001 & 22000	ASHOKRAO PATIL	0.5	Being Quality Control person I am part of GMP practices, by gaining this knowledge I will be more vigilant towards final product quality
10	Influencing skills	Internal TBD	2	
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.

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	Not Applicable
Project Status Comments	