

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
Presenting an entry strategy based on firm consumer insight led concept for a range of male grooming product range along with identification of product category and product mix.	Text			Not Available	Not Available	17/Mar	17/Feb	Jan 17		
Getting detailed understanding of all the processes involved in 'go to market' plan through Male grooming project	Text			Not Available	Not Available	17/Mar	17/Feb	Jan 17		

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.New Product development & Product ranges as per the agreed schedule (Sachets FW, DW Liquid, Floor Cleaner Liquid)	Text			3 Products past the marketing brief	3 Products past the lab sample approval	3 Products past the Lab Sample approval	3Products past the Plant sample approval	3 products ready for launch in the next FY		
2.Third Party Manufacturing Anchor	Text			Earmark TPM for launching CPD products	Enable audit of TPM	Make Scale up batches with TPM	Enable Migration of exiting product of CPD to TPM	Continue work with TPM		

KRA Category : Business

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
Capacity utilization of SionTank farm	Text			90 Lakhs	Rs 1.15 Crores	Rs 1.19_1.30 Crores	Rs 1.3_1.60 Crores	> Rs 1.60 Crores		
Capacity Utilization of Kutch Tank farm	Percentage			10	20	30	40	50		

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
Newproduct launches as per the agreed schedule , Pure crème soaps, BS Sanitizer, Propanol, Jo Powder, Jo Mystia Soap)	Text			3 Products past the Lab sample approvals	3 Products past the plant sample approvals	3 Products past the commercial	4 Products past the commercial launch	5 products past the commercial launch		
Softsens range Launch	Text			Finalizing Softsens Product range	Earmarking TPM for Softsens Launch	3 Softsens Products commercially launched	Migration of SS range on Loan license to VVF Daman	SS Apparel launch		

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

Employee Name	Ajay Kelkar	Manager's name	Amarjit Mishra
Employee Code	10002520	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			
4	Inspirational Leadership (only AGM & above)	Charles Carvalho	2			
5	Advanced Excel (only AGM & above)		2			
6	Environment Health and Safety *	EHS Team	1			
7	Training on ISO 14001, OHSAS 18001 **	EHS Team	0.5			
8	Training on ISO 9001 & 22000	ASHOKR AO PATIL	0.5			
9	Good Manufacturing Practices (GMP +) and cGMP	ASHOKR AO PATIL	0.5			

	**					
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					
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	Amarjit Mishra	3	10/3/2017		
2	Coaching through leader in own function for functional inputs	Amarjit Mishra	2	25/2/2017		

Part C: Development through action learning projects

Project Title	SPRUCE UP
Review date	Once a month
Target end date	31/Mar/2017

Project scope	1. Men Grooming Market in India – Overview. 2. Market Segments 3. Growth Drivers and Inhibitors for Men's Grooming Market in India 4. Risks associated with Men's Grooming Market in India 5. Profile of Key Players 6. Competitive Landscape 7. Potential categories 8. Strategic Recommendations/ Innovations 9. Commercial due diligence/ Risk analysis 10. Feasibility 11. Launch plan
Project exclusions	final product prototype development
Project deliverables (Target at rating 3: good solid performance)	1. Identify at least one product with high volume/ value to anchor the male grooming category 2. Launch plan for the men grooming product range
What is the employee expected to learn from this project	1. In-depth understanding of the category. 2. Insight into launch & marketing process 3. Insight into process of financial evaluations & feasibility 4. Understanding the process of achieving consumer Insights 5. Insight into product & packaging development process
Reviewer(s) name	Mr. Amarjit Mishra
Project Status	
Project Status Comments	