

10003505 Manasi Deshmukh

Employee Name : Manasi DeshmukhManager's Name : Pravin Santhoor

Goalsheet Approval Date : 20-Apr-2017

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
Prepare Prototypes in lab and submit to customer for approval	Text			NA	Not applicable
1.Submit samples for approval based on customer formulation	Text			.	.	4 weeks	3 weeks	2 weeks	Unit 5 2 weeks	Project-Nature Secrets Talc Cooling Breeze for Oriflame
2.Submit samples for approval based on in-house development	Text			.	.	8 weeks	6 weeks	4 weeks	Unit 5 4 weeks	Out of 7 projects 5 are under stability testing

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.Functional Products:Prepare 1-2 new products and keep it ready for launch by March 2017	Text			.	.	2 products	3 products	4 products	Unit 5 4 Products	All 4 products are passed from R&D Side
2.International projects:Contribute to development of/develop of atleast 6 products	Text			.	.	6 products	8 products	10 products	Unit 3 6 Products	Including variants and perfume options total 11 products
3.Institutional sales:Develop 2 products ready for launch	Text			.	.	By Sep. 2016	.	.	Unit 5	Both the products have been launched

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
1. Contribute to consumer evaluation and documentation of soap. Documents prepared and shared to stakeholders	Text			.	.	within 3 days of receipt of all inputs from consumers.	within 2 days of receipt of all inputs from consumers	within 1 day of receipt of all inputs from consumers	Within 1 day of receipt of all inputs from consumers	Total 19 evaluations
1. Contribute to consumer evaluation and documentation of liquid products	Text			.	.	within 3 days of receipt of all inputs from consumers.	within 2 days of receipt of all inputs from consumers	within 1 day of receipt of all inputs from consumers	Within 1 day within receipt of all inputs from consumers	Total 21 evaluations

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. Interpersonal skills	Text			.	.	By March 2017	By Jan 2017	By November 2016	Unit 5 By November	Crucial Conversations - Identify - Mastering were learnt from this seminar

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. Record keeping of all liquid formulations conducted in lab.	Text			.	.	All records finalised on time.	No issues with records from any quarters.	.	5 Units	It includes formulations, stability initiation dates, analytical data, sample submission dates
2. Prepare samples and data sheets for products developed for road show	Text			.	.	By Jan 2017	By Nov 2016	By October 2016	NA	No projects have come up