

Employee Name : Rayomand Mirzan
 Manager's Name : Kannan Sethuraman
 Goalsheet Of Year: 2016-2017

KRA Category : Process

KRA Weightage : 15

KRA Description : Drive Key initiatives in Engineering Purchases

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
Gas contract - Develop strategies to derisk / manage risk, develop BPCL / GAIL relationship and Coal Procurements	Text			NA	NA	Plan for Spot sale + Alt coal initiatives + Baddi petcoke assessment	Plan for Spot sale + any alternative remedy for take or pay + Successful coal CIP	Plan for Spot sale + any alternative remedy for take or pay + Successful coal CIP + Other initiatives

KRA Category : People

KRA Weightage : 15

KRA Description : IDP

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
Enhancing skill level of team members - develop a framework to support buyers to analyse trends, feedstock / industry analysis, articulating purchase strategy, monthly presentation in a structured manner, sharing info with team members, Excel training etc...	Text			NA	NA	Training + data (trends / feedstocks)	Training + data (trends / feedstocks) + show instances of atleast 3 improvements	Training + data (trends / feedstocks) + show instances of 5 improvements
Group work to systematise Ordering cum Planning process, to bring down inventory levels, improve data collection/cleanup system to represent correct numbers	Text			<.0.5 days	>=0.5 days <1 day	>=1 day<1.5 days	>=1.5 days < 2days	>= 2 days

KRA Category : Business

KRA Weightage : 40

KRA Description : Financial Goal

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
CIP PCP	Text			< 20 L	>=20 L < 45 L	>=45 L < 75 L	>= 75 L < 95 L	>= 95 L
CIP Oleo	Text			< 85 L	>=85 L < 119 L	>=119 L < 138 L	>= 138 L < 165 L	>= 165 L

KRA Category : Business
KRA Weightage : 15
KRA Description : GST Preparedness

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
1. GST preparedness for Str Proc and Logs. Commercial benefit working, drawing up planned business model, Transition management - Supplier preparedness, Stock controls etc.	Text			NA	NA	Preparedness by Jan 17	Preparedness by Dec 16	Preparedness by Nov 16
2. Preparedness for the new business model sourcing in a GST scenario	Text			NA	NA	Readiness of 70% sourcing by 1 Apr	Readiness of 80% sourcing by 1 Apr	Readiness of 90% sourcing by 1 Apr

KRA Category : Customer
KRA Weightage : 15
KRA Description : Service

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
Procurement OTIF (95)	Text			< 92	>= 92 < 94	>= 94 < 96	>= 96 < 98	>= 98
Proposal for Client CIP	Text			1	2	3	4	5
Improve Service level (Oleo) by 20%	Text			< 14%	>= 14 < 19 %	>= 19 < 21 %	>= 21 < 26 %	>= 26 %

Employee Name	Manager's name	Employee ID	Year
Rayomand Mirzan	Kannan Sethuraman	10000739	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	This is mandatory
2	Good Manufacturing Practices (GMP +) and cGMP **	ASHOKRAO PATIL	0.5	This is mandatory
3	Environment Health and Safety *	EHS Team	1	This is mandatory
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	
7	Inspirational Leadership (only AGM & above)	Charles Carvalho	2	
8	Advanced Excel (only AGM & above)		2	
9	Training on ISO 9001 & 22000	ASHOKRAO PATIL	0.5	
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.

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				No	Not Applicable
2	Coaching through leader in own function for functional inputs				No	Not Applicable

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	Completed
Project Status Comments	This project has been done by cleaning of data like MOQs, tagging non moving items, monitoring of movement of stocks, reducing locational inventory.