

Employee Name : Kiran P
 Manager's Name : Vinoo Dias
 Goalsheet Of Year: 2017-2018

KRA Category : Process
KRA Weightage : 20
KRA Description : Inventory management

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
Inventory Norms	Text			>68 days of sales	66 to 68 days of sales	63 to 65 days of sales	60 to 62 days of sales	<59 days of sales
Slow moving above 90 days - Annual Average	Text			2750 to 3000	2500 to 2750	2250 to 2500	2000 to 2250 MT	<2000 MT

KRA Category : Business
KRA Weightage : 40
KRA Description : S&OP Management

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
Build the supply commitment for next month,taking in consideration of production cost ,best suitable raw materials and plant capacity	Text			31 th of previous month	30 th of previous month	28 th or 29 th of previous month	26 th or 27 th of previous month	25 th of previous month
Co-ordinate with demand planner ,manufacturing team for meeting SNOP commitment	Text			29 th of previous month	28 th of previous month	27 th of previous month	25 th or 26 th of previous month	23 th or 24 th of previous month
Planning versus Actual	Text			<80%	80% to 84 %	> 85% to 89%	90% to 95 %	>95%
Provide manufacturing routes of product wise SNOP commitment to the Finance	Text			8 to 10 th of Every Month	6 to 7 th of Every Month	3 to 5 th of Every Month	2 nd of Every Month	1 st of Every Month

KRA Category : People
KRA Weightage : 20
KRA Description : Material balancing & ABP

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
Preparing 3 months of detailed material balance	Text			9 to 11 th of every month	7 to 8 th	5 to 6 th of every month	3 to 4 th of every month	1 to 2 nd of every month
Detailed ABP working with Capacity mapping , RM requirement	Text			May	April	March	February	January

KRA Category : Customer

KRA Weightage : 20

KRA Description : Reporting Performance of all Plants to the concerned Authorities

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
Circulation of SPKO and RMO Position	Text			NA	Monthly	fortnight	Every week (Thursday)	twice a week
Preparing Inventory and MIS 'Oleo input' reports.	Text			13 to 15 th of Every Month	10 to 12 th of Every Month	7 to 9 th of Every Month	4 to 6 th of Every Month	1 st to 3 rd of Every Month
SCM Report	Text			14 to 16 th of Every Month	11 to 13 th of Every Month	8 to 10 th of Every Month	5 to 7 th of Every Month	1 st to 4 rd of Every Month
ORMS	Text			NA	Monthly	fortnight	Every week	twice a week

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

Employee Name	Manager's name	Employee ID	Year
Kiran P	Vinoo Dias	10000523	2017-2018

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 9001 & 15000 **	ASHOKRAO PATIL	1	This is mandatory
2	Environment Health and Safety *	Sunil Katekari	1	This is mandatory
3	Prevention of Sexual Harassment *		1	This is mandatory
4	Effective Communication Skills	Charles Carvalho	2	Effective communication is

				essential in Supply chain
5	The Super Manager	Amit Sanas	2	
6	Six Thinking Hats		1	
7	Art of Charm	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					
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	
Project Status Comments	