

10000785 Pallavi Inamdar

Employee Name : Pallavi InamdarManager's Name : Manoj Mhatre

Goalsheet Approval Date : 13-Apr-2017

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
Attending events or seminars related to IT Technology	Text			Not Available	Not Available	As per availability	Not Available	Not Available	Attended	attended seminar on Cloud technologies
Implementing Interpersonal skills	Text			Not Available	Not Available	As per requirement	Not Available	Not Available	Attended	implementing skills on day today communication with internal & external customers

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
Timely Renewal of AMCs and Procurement of IT Assets and Accessories	Text			more than 60 days of the Request received	within 2 months of the Request received	within one month of the Request received	within 15 days of the request received	within 7 days of the request received	within 7 days of the request received	all the IT procurements and AMC renewals are happened with in the time frame to prevent the failure of services. All required licenses procured in time to avoid compliance issues and maintained business continuity. I have saved almost 20% to 30% cost of 1.5 cr by doing first level hard negotiations using our experience and skills.
Getting Multiple Quote from Vendors and preparing the Comparison Sheet	Text			more than 30 days of the Request received	Within 15 days of the Request received	within 7 days of the Request received	Within 4 days of the request received	Within 3 days of the request received	Within 3 days of the request received	Vendor evaluation by getting multiple quotes from vendors and regular followups with Vendors for commercials and Scope of Work.
Negotiating for the best prices	Text			more than 30 days of the quotation received from vendor	within 15 days of the quotation received from vendor	within 7 days of the quotation received from vendor	within 4 days of the quotation received from vendor	within 3 days of the quotation received from vendor	Within 3 days of the quotation received from Vendor	Prices are finalised based on the scope of work and comparing with competent market rates .
Creation of Purchase Requisition and followup for the Delivery	Text			more than 30 days from the final comparison sheet	Within 15 days from the final comparison sheet	Within 7 days from the final comparison sheet	within 4 days of the quotation received from vendor	within 3 days of the quotation received from vendor	within 3 days of the quotation received from vendor	Purchase requisitions and Purchase orders are created in SAP and communicated to vendors for delivery
Inventory management & consumables	Text			within 30 days	within 15 days	within 10 days	within 7 days	within 5 days	within 5 days	Minimum stock for the Consumables are maintained on regular basis as and when the material movement takes place

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
Evaluation of new technology or Product as per the requirement of Business	Text			more than 30 days of the Request received	within 30 days of the request received	Within 15 days of the Request received	Within 10 days of the request received	within 5 days of the request received	within 5 days of the request received	We are on latest version of software and hardware supported by OEM, also procuring advance accessories which supports to our existing hardware.
Evaluation of new Vendors & getting the Vendor details for Master Creation in SAP	Text			more than 30 days of the Request received	within 30 days of the request received	Within 15 days of the Request received	Within 10 days of the request received	within 5 days of the request received	within 5 days of the request received	Vendors Master got created as and when required. Required informations are collected from the vendor for the same.
Payment Approval and follow up of bills and maintaining Bill Register for outstanding	Text			60 days of Receipt of Invoice	45 days of Receipt of Invoice	30 days of Receipt of Invoice	25 days of Receipt of Invoice	15 days of Receipt of Invoice	15 days of Receipt of Invoice	Creates the statement for the approval and forwarded to accounts for payemnts and regular followup with excise & accounts
Followup with Vendor for timely Services . SLA review & Resolving Bills related issues	Text			more than 15 days	Within 10 days	Within 7 days	Within 5 days	Within 2 days	Within 2 days	Invoices are often recived with wrong information or missing informations. Followups are done to get it corrected. Invoices are checked and verified before sending to Accounts department
Organising Hired services (Printers/ Computers) as per requirement	Text			more than 15 days	Within 10 days	Within 7 days	Within 5 days	Within 2 days	Within 2 days	Requirements are followed with hired vendor for same day delivery. Operation at lease of computers as per requirements from HR.

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
Monitoring and Maintained IT Budget, Preparation of MIS (Actual Vs. Budget)	Text			within 45 days	within 30 days	within 15 days	within 7 days	Daily basis	Daily basis	after every transactions the budget file is updated and reports to HOD
Budget Allocation as per requirment in SAP(Transfer / Release)	Text			within 30 days	within 15 days	within 7 days	within 5 days	within 3 days	within 3 days	need base this activity is done and well managed
Get the unplanned budget (Capex/Revenue) approved and uploaded in SAP	Text			more than 30 days	within 30 days	within 20 days	within 15 days	within 10 days	within 10 days	creation of budget document and getting the necessary approvals. Upload in SAP once it gets approved.
SET IT Budget and Cash Flow and Getting Fund Allocation from	Text			within 45 days	within 30 days	within 15 days	within 7 days	Daily basis	Daily basis	On the basis of monthly cashflow statement, request has been raised to

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
Finance										treasury for fund allocation and the same is communicated to Accounts Payable.

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

Employee Name	Pallavi Inamdar	Manager's name	Manoj Mhatre
Employee Code	10000785	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	For self development	Yes	The training was helpful in my present role
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	Ok	Yes	helpful in disaster management and emergency situation
7	Training on ISO 14001, OHSAS 18001 **	EHS Team	0.5	Ok	No	This training program is not applicable to us
8	Training on ISO 9001 & 22000	ASHOKR AO PATIL	0.5			
9	Good Manufacturing Practices (GMP +) and cGMP	ASHOKR AO PATIL	0.5	Ok	No	This training program is not applicable to us

	**						
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				undefined	undefined
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	Not Applicable
Project Status Comments	