10000900 Deepak Guleria

Employee Name : Deepak GuleriaManager's Name : Tomy Kalapurackal

Goalsheet Approval Date : 11-Apr-2017

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
PC on boaridng to AD for all locations	Text			After 28_02_2017	After 30_01_2017	On or Before 30_12_2016	Beefore 30_11_2016	Before 30_10_2016	4	Completed with in time frame All the machines are now on AD environment. Finished in the Month of November.
Integration of On Prem AD with ADFS Azure And Office 365 and Single Sign on	Text			After 28_03_2017	After 28_02_2017	On or Before 30_01_2017	Before 30_12_2016	Before 30_11_2016	4	Now all users are able to change their passwords by themself and single sign in for both windows and Outlook is provided .Extra mile security by enabling MFA in all users email ID is provided.

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
IT Technical Open House	Text			Once in 3 months	Once in 2 months	Once in 1 Months	once in 15 Days	once in 7 Days	3	In various topics like One drive, digital signatures to HR/Accounts related departments.
IT technology hands on Training	Text			Once in 3 months	Once in 2 months	Once in 1 Months	once in 15 Days	once in 7 Days	4	Training given related to various systems like How to view CCTV cameras through web browsers, meeting requests in outlook, RGP/NRGP reports from VMS software, VPN training provided to Synergy users related to north sites whenever they required.
Completion of IDP	Text			Not done	After 15 March 2017	On or Before 15 March 2017	Before 01 Feb 2017	Before 01 Jan 2017	5	completed with in time frame

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
Manage and ensure proper functioning of Computers,LAN Devices,Projectors and guiding the resources provided by Vendor. Managing Office 365, Firewall, Routers, Core Core Switches, Wireless Controllers and Access Points for all locations	Text			Below 85 %	Below 98%	98 Percent	Above 99 %	100%	4	Managed and given best support to LAN Devices,Projectors , computers and media converters on daily basis. we have changed few of them also as per budget or requirements or Failures.
Technology upgrade- based on need and Fund availability	Text			After 30 th March 2017	After 15th March 2017	On or before 01st March 2017	Before 01_02_2017	Before 01_01_2017	5	This year we have got fund allocation of 6 new computers for Baddi Location, we have allocated to critical users.
Closing of Audit observations	Text			Below 100 Days	Below 90 Days	Within 60 days	Within 30 Days	Within 15 Days	4	Audit was
Ensure Kesaya and Forti-client with latest patch on all End point devices	Text			Below 85 %	Below 98 %	98 Percent	Above 99 %	100%	NA	NA
Maintenance of IT Asset inventory (hardware, networking & software)	Text			Below 85 %	Below 98 %	98 Percent	Above 99 %	100%	NA	NA

KRA Category : Process
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
"1 Implementation of Forti-Client for Data security "	Text			After 30th Oct 2016	After 30th Sept 2016	On or before 30th August 2016	Before 30 th July 2016	Before Jne 2016	5	Installed forti-clients
"2 Managing the Firewall "	Text			Below 85 %	Below 90%	95 Percent	Above 97%	Above 99%	5	
"3 Ensure Anti-Virus with latest patch on all End point devices "	Text			Below 85 %	Below 98 %	98 Percent	Above 99 %	100%	5	Installed
4 Software compliance - Kesaya	Text			Below 85 %	Below 98 %	98 Percent	Above 99 %	100%	5	
4 Monitoing compliance - Kesaya	Text			Below one week	Once in a week	once in Three days	once in two days	Once in a day	4	

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

Employee Name	Deepak Guleria	Manager's name	Tomy Kalapurackal
Employee Code	10000900	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	Need to do self-planning in order to complete the task on time	undefined	
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	undefined	
7	Training on ISO 14001, OHSAS 18001 **	EHS Team	0.5	Ok	undefined	
8	Training on ISO 9001 & 22000	ASHOKRAO PATIL	0.5			
9	Good Manufacturing Practices (GMP +) and cGMP	ASHOKRAO PATIL	0.5	Ok	undefined	

No						
	**					
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	Select
Project Status Comments	