

Employee Name : Riju Mukherjee
Manager's Name : Rayomand Mirzan
Goalsheet Of Year: 2017-2018

KRA Category : Customer
KRA Weightage : 20
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
1. Procurement OTIF - 98%	Percentage	50		97	97.5	98	98.5	99
2. Vendor rating for selected vendors : Half Yearly, in July and January	Text	25		NA	NA	NA	NA	NA
3. Proposal for Client CIP (2 clients) :	Text	25		0	1	2	3	4

KRA Category : Business
KRA Weightage : 40
KRA Description : Financial

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. CIP - Raw Material - 40 Lakhs :	Text	50		<28	>=28 <38	>=38 <42	>=42 <52	>= 52
2. Proposal for Client CIP (2 clients)	Text	12.5		0	1	2	3	4
3. Project - Group work to systematise Ordering cum Planning process, to bring down inventory levels, improve data collection/cleanup system to represent correct numbers 15 marks	Text	37.5		19.5	18.5	17.5	16.5	16.49

KRA Category : Business
KRA Weightage : 25
KRA Description : process

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
Develop framework that supports buying - analyse trends, feedstock / industry analysis, monthly presentation in a structured manner, sharing info with team members with a latest updated common folder	Text	40		1	2	3	4	5
To actively support Engineering group on the RM side, study various items and bring value addition	Text	40		1	2	3	4	5
Smooth transition on GST	Text	20		NA	NA	NA	NA	NA

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
Behavioral Trait : Sense of Responsibility/Ownership	Text	66.67		NA	NA	NA	NA	NA
Project	Text	33.33		NA	NA	NA	NA	NA

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

Employee Name	Manager's name	Employee ID	Year
Riju Mukherjee	Rayomand Mirzan	10000744	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	Charles Carvalho	2	

	Communication Skills			
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	