

Employee Name : Harshal Malvi
 Manager's Name : Vadiraj Ekkundi
 Goalsheet Of Year: 2017-2018

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
Project Green planet(Ayurveda products for personal care application)	Text			May 2018	Apr.2018	Mar. 2018	Feb 2018	Jan 2018
Effective Communication Skills & attending seminar	Text			NIL	1	2	3	4

KRA Category : Business
KRA Weightage : 30
KRA Description : CPD- NEW PRODUCT DEVELOPMENT

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.(Dish wash concentrate (2 Variant), Dish Wash Regular (2 Variant).-Complete all technical pack documentation and issue to production.	Text			By 15th Mar. 2017	By 15th Dec. 2017	By 15th July 2017	By 1st July 2017	By 15th June 2017
2.Floor Cleaner Concentrate (2 Variant), Floor Regular (2 Variant).Complete stability and technical documentation by	Text			6 Months	4 months	3 months post closure of formulation.	By 30th Sept.2017	By 15th August 2017
3.Face Gel/Aloe Vera Option.Launch date 15th Sep.Complete all documentation and issue to production by	Text			By 30th Oct. 2017	By 30th Sep. 2017	By 30th Aug. 2017	By 31st July 2017	By 15th July 2017
4.Lip Balm.Support third party related activities.	Text			TBD	TBD	TBD	TBD	TBD
5.Hair Oil-3 variants- New Development ready for launch	Text			By MAR 2018	By 15th Feb 2018	By 8th Feb.2018	By 8th Jan 2018	By 1st Jan 2018

KRA Category : Customer
KRA Weightage : 20
KRA Description : FUNCTIONAL PRODUCTS

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
Anti acne Face Wash-formulation development, stability, evaluation and claim substantiation by	Text			After March	After March	By March 2018	By Jan 2018	By Nov.2016
De-Pigmentation face pack scrub-formulation development, stability, evaluation and claim substantiation by	Text			After March	After March	By March 2018	By Jan 2018	By Nov.2016

KRA Category : Process

KRA Weightage : 15

KRA Description : Inventory Optimization and Harmonization

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
Optimization of 2 projects (softsens cream & lotion)	Date			30/Mar/2018	21/Feb/2018	30/Nov/2017	31/Oct/2017	30/Sep/2017
simplification across formulation wrt ingredients-Explore and define way forward	Date			30/Nov/2017	31/Oct/2017	30/Sep/2017	31/Aug/2017	31/Jul/2017

KRA Category : Business

KRA Weightage : 20

KRA Description : CMB- NEW PRODUCT DEVELOPEMT & INVENTORY OPTIMISATION

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
Neem Toothpaste-Complete documentation and issue to production.	Text			By 10th Nov 2017	By 10th Oct 2017	By 10th Sept 2017	By 30th August 2017	15th Aug 2017
Neem Shampoo & Shower Gel-Complete documentation and issue to production.	Text			TBD	TBD	TBD	TBD	TBD
Keefe Body Lotion	Text			TBD	TBD	TBD	TBD	TBD
labon hand sanitizer (two Variant)	Text			By 10th Oct 2017	By 30th Sept 2017	By 15th Sept 2017	By 1st Sept 2017	By 10th Aug 2017
D mart Hair Oil	Text			Before 30th Sep 2017	Before 15th Sep 2017	By 30th Aug 2017	By 15th Aug 2017	Before 15th Aug 2017

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

Employee Name	Manager's name	Employee ID	Year
Harshal Malvi	Vadiraj Ekkundi	10003403	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	
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					
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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	