

Employee Name : Mangesh Shirke  
Manager's Name : Pratik Mehta  
Goalsheet Of Year: 2017-2018

**KRA Category : Customer**

**KRA Weightage : 15**

**KRA Description : To improve customer services**

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) To develop new vendors (Manufacturer / Authroised Dealers) and ensure more than 1 vendor for critical items for better customer services and pricing	Text			1	2	3	4	5
1) Average PR to PO conversion time (For routine items) - to be counted from April-16	Text			12 days	11 days	10 days	9 days	8 days
2) Average PR to PO conversion time (For non routine items) - To be counted from April-16	Text			6weeks	5.5 weeks	4weeks	3.5weeks	3weeks

**KRA Category : Business**

**KRA Weightage : 40**

**KRA Description : Cost Savings**

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) Cost Improvement through Negotiations,value engineering, vendor led innovation and Cross functional cost saving (30%) -	Value	50	40	< 27.6	28 to 38	38.4 to 42	42.4 to 51.6	55.6
2) To improve customer service for timely delivery of material as per PO terms by 40% from last year performance (10%)	Percentage	50		28	38	42	51	61

**KRA Category : Process**

**KRA Weightage : 15**

**KRA Description : Stengthen department functioning**

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
To procure from Manufacturer / Authorised dealer instead of suppliers (other than general items)	Percentage			50	60	70	80	90
To implement online auction (no of cases in year)	Text			1	1.5	2	3	4

#### KRA Category : People

KRA Weightage : 15

KRA Description : Skill 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
IDP for Self along with Action learning project	Date			31/Mar/2018	28/Mar/2018	13/Mar/2018	28/Feb/2018	20/Feb/2018
Enhancing skill level of team members - develop a framework to support buyers to analyse trends, feedstock / industry analysis, articulating purchase strategy, monthly presentation in a structured manner, sharing info with team members, Excel training etc...	Text			Training	Training + data (trends / feedstocks)	Training + data (trends / feedstocks) + show instances of atleast 4 improvements	Training + data (trends / feedstocks) + show instances of atleast 6 improvements	Training + data (trends / feedstocks) + show instances of 8 improvements

#### KRA Category : Business

KRA Weightage : 15

KRA Description : Drive key Initiative for Engineering Purchase

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
To take extra initiative (Not routine) for efficiency improvement, improved service to customer, cost improvement, security of supply etc. (Such initiative need to listed approved by manager for consideration under this KRA)	Text			Successful conversion to benefit oragnisation 0 instance	Successful conversion to benefit oragnisation 1 instance	Successful conversion to benefit oragnisation instance	Successful conversion to benefit oragnisation 3instance	Successful conversion to benefit oragnisation 4 instance
Meet compliance Kosher / Halal	Text			100% beyond Dec	100% by Dec	100% by Nov	100% by Oct	100% by Sept

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

Employee Name	Manager's name	Employee ID	Year
Mangesh Shirke	Pratik Mehta	10000648	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	Self motivation
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	NA	NA	
2	NA	NA	

**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	