

10001877 Rohan Panwala

Employee Name : Rohan PanwalaManager's Name : Nama Murali

Goalsheet Approval Date : 04-May-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
1 Statutory Compliances	Text			End of Feb 17	End of Jan 17	End of Dec 16	End of Nov 16	End of Oct 16	5	It will helpful to update day to day compliance in system for indirect tax team ,direct tax team as well as excise team.
2 EXIM BRC Implementation	Text			End of Mar 17	End of Feb 17	End of Jan 16	End of Dec 16	End of Nov 16	5	It will helpful to update export custom,Finance related documents

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
EHP 6 to EHP 7 upgrade for system readiness.	Text			Oct_16	Sep_16	Aug_16	Jul_16	Jun_16	5	System upgraded for GST purpose
Implementaion of GST as per government norms in quality server ready to be implemented in production server. Note - At the time of this goal creation the GST go live date from the government is yet to be received and SAP patch yet to be delivered.	Text			End of Mar 2017	15th Mar 2017	1st March 2017	1st Feb 2017	1st Jan 2017	5	Worked on GST master data fulfillment to GST readiness. As per the requirements of basis team system is tested in the sandbox server.

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
1 IDP completion	Text			End of Mar_17	End of Feb_17	End of Jan_17	End of Dec_16	End of Nov_16	5	IDP Completed on time
2 To impart SAP hands on training	Text			Once in five months	Once in four months	Once in three months	Once in two months	Once in one month	5	Provided SAP training to the new joiners as well as SAP User if new process developed & giving hands on training for routine process.

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
1 SAP Functional Support INDIA, POLAND & DUBAI	Text			RESPOND WITHIN 60 HRS	RESPOND WITHIN 56 HRS	RESPOND WITHIN 48 HRS	RESPOND WITHIN 36 HRS	RESPOND WITHIN 24 HRS	5	Giving SAP Support to all VVF Group of companies on time to develop new business process, new scenarios in SAP.
2 SAP ABAP Support INDIA, POLAND & DUBAI	Text			RESPOND WITHIN 60 HRS	RESPOND WITHIN 56 HRS	RESPOND WITHIN 48 HRS	RESPOND WITHIN 36 HRS	RESPOND WITHIN 24 HRS	5	Giving SAP ABAP Support to the VVF Group of companies on time to develop new reports, smart forms, Etc.

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Rating Of Qualitative Goals

1. I feel my goals were very challenging and stretched because:
Answer:- I feel my goals were very challenging and stretched because sometimes we need to work 24/7 to fulfil organisation achievements As well i need to update for all SAP Module to give support in absence of core module consultants or if busy in some other project & same i have already given individually support for SD module for almost 6 months.
2. I have gone the extra mile to help my colleagues/team/organization by:
Answer:- 1) I have helped to my colleague to complete their SOD authorisation conflict rule set as per giving input from function side. 2) I have helped to my colleague to create PO due to business critical urgency specially on weekly off. There are number of example to help my colleagues/team work during leaves or weekly off to fulfil organisational goals.
3. I have lived the VVF values (Openness, Integrity, Respect, Trust, Innovation, Agility) in an exemplary fashion in the following way:
Example1:- Innovation : I have created user manual for SAP modules for all the SAP processes which is helpful to new joiners as well as helpful to SAP users on their routine day to day SAP work to maintain accuracy in the process.
Example2:- Agility : I have productively configured VVF Ltd. Trading business process for SAP purchase & sales module in the system for smooth business process within sort time & now it is working smoothly in the system.
4. I have demonstrated the VVF leadership competencies (Teamwork, Customer Orientation, Result Orientation, Developing self and team, Strategic thinking, Ownership and accountability) in the following way:
Example1:- Ownership and accountability : I have individually taken total ownership and accountability of SAP SD module as well when SD consultant was resigned & given full support for SD as well for smooth transaction working to achieve organisational goals.
Example2:- Customer Orientation, Result Orientation : I have configured VVF (I) Ltd. trading process for kutch plant for MM & SD module individually & now it is working smoothly this is shown as all the VVF leadership competencies.

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

Employee Name	Rohan Panwala	Manager's name	Nama Murali
Employee Code	10001877	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			
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	It is very helpful in our day to day practice.
7	Training on ISO 14001, OHSAS 18001 **	EHS Team	0.5	Ok	No	Not Applicable
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	Not Applicable

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10	Influencing skills	Internal TBD	2			
11	Strengths based team building	Charles Carvalho	1	Need to be finding out inner hidden strengths, that helps me to make more strong	No	Not able to attend due to my other team members are attended & need to present in office for SAP Support.
12	The Super Manager	Amit Sanas	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	Financial Accounting- PRADIP PATIL	10	31/Mar/2017	Yes	It will helpful us to gain knowledge in SAP accountng
2	Coaching through leader in own function for functional inputs	Manoj Mhatre- Time Management & Physical Activity	10	31/Mar/2017	Yes	It will helpful us to gain knowledge SAP basis related structure

Part C: Development through action learning projects

Project Title	Master Data(Vendor, Customer, Material) of SAP Verification & cleaning

Review date	28/02/2017
Target end date	31/Mar/2017
Project scope	Increase accuracy of master data & remove duplicates.
Project exclusions	0
Project deliverables (Target at rating 3: good solid performance)	1)Reviewing the data. 2)Correcting the data, if finds any problem.
What is the employee expected to learn from this project	1) Reviewing the data. 2) Correcting the data, if finds any problem. Importance of the master data fields in the SAP System.
Reviewer(s) name	Mr. Murali Nama
Project Status	Completed
Project Status Comments	