

Employee Name : Hiteshwar Sharma
Manager's Name : Sandeep Agarwal
Goalsheet Of Year: 2017-2018

KRA Category : Business
KRA Weightage : 25
KRA Description : Cost Saving

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
Timely release of FG from clients & in system	Text	25		10 days	6 days	within 2 days of batch completion	with in one day of batch completion	Same day of batch completion
Production OTIF	Percentage	25		85	90	95	96	97
FAC reduction	Percentage	25		20	25	50	60	70
Interact with Shop floor people for new ideas regarding improvement	Text	25		Nil	01	04	05	06

KRA Category : People
KRA Weightage : 30
KRA Description : People and organisation improvement

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
Training of Person	Text	25		Nil	1 man hour	2 manhour	3 manhour	4 manhour
Preparation of online documents as per client requirement	Text	25		NA	NA	As and when required	As and when required	As and when required
Support packing and process trial	Days	25		20	18	15	12	10
5's Implementation	Text	25		Not Maintained	Not Maintained	Maintained	Maintained	Maintained

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KRA Weightage : 25
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FAC reduction	Percentage	25		20	25	50	60	70
Interact with Shop floor people for new ideas regarding improvement	Text	25		Nil	01	04	05	06

KRA Category : Customer

KRA Weightage : 30

KRA Description : Quality management System

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
Implementation and effectiveness checking of CAPA's identified against Complaint, Incident, and other sources	Text	25		NA	NA	Half yearly	Quarterly	Monthly
Audit	Text	25		red	Yellow	Green	Green	Green
Borne out consumer complaints reduction	Percentage	25		10	20	50	52	55
To achieve the desired quality level Target 4.2	Percentage	25		2	3	4	4.2	5

KRA Category : Process

KRA Weightage : 20

KRA Description : Manufacturing and Process control

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
Reduction in Fire incident	Percentage	25		10	20	50	60	70
SOP Compliance	Percentage	25		85	90	95	98	100
line utilisation	Text	25		10	20	25	25	26

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	