

Employee Name : Prabhakar Tatiparti
 Manager's Name : Amit Shukla
 Goalsheet Of Year: 2017-2018

KRA Category : Business

KRA Weightage : 20

KRA Description : Performance data generation & presentations for marketing & NBD. Capability demonstration materials for customer meetings. Data compilation on products already developed in R&D but not launched. Marketing / Sales Pitch

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.Prepare samples & data sheets for the products developed for launch & ready to launch.	Text			> 3 weeks	> 2.5 weeks	> 2 weeks	1 weeks	With in 1 weeks
2. On need basis generate performance / application data on identified products for promoting sales - focus Oleo business	Text			> 3 weeks	> 2.5 weeks	> 2 weeks	1 weeks	With in 1 weeks
3 Preparing supporting documents like MSDS , COAs as and when required	Text			> 6 days	> 5 days	> 4 days	< 3 days	< 2 days

KRA Category : Business

KRA Weightage : 20

KRA Description : Design and implementation of systems in Analytical lab

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.Drafting and issuing of analytical test methods specification for all CPD & CMB	Text			With in 3 weeks	With in 2.5 weeks	With in 2 weeks	With in 1 week	With in 3 days
2.Renewal of AMC for laboratory instruments	Text			> 2.5 months from date of expiry	> 2 months from date of expiry	with in 1 months from date of expiry	with in 15 days from date of expiry	before expiry
3 Evaluations of bench mark samples. (Soaps & liquids) Local & International	Text			With in 7 days	With in 6 days	With in 5 days	With in 4 days	With in 3 days

KRA Category : People

KRA Weightage : 20

KRA Description : People 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
Effective Communication Skills	Text			by MAR 2018	By 15 Feb 2018	By 30 Jan 2018	By 15 Jan 2018	By 1 Jan 2018
Environment Health and Safety & Prevention of Sexual Harassment ,Training on ISO 9001 & 15000	Text			NIL	NIL	1	2	3

KRA Category : Process

KRA Weightage : 20

KRA Description : Generation of stability data on time

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.Evolving protocols for stability data generation & implementation	Text			> 8 days	> 6 days	> 5 days	< 4 days	< 3 days
2.Draft and issue documents for stability data studies of existing and new products & Implementation	Text			> 5 days	> 4 days	> 3 days	< 2 days	< 1 day
3 Co- Ordinating with external laboratories for Invetro tests ,Micro analysis & Analytical tests as per need basis.	Text			> 6 days	> 5 days	> 4 days	< 3 days	< 2 days
4 Co ordinating & analysing samples with sister concerns for RM PM requirements with supply chain.	Text			> 6 days	> 5 days	> 4 days	< 3 days	< 2 days

KRA Category : Customer

KRA Weightage : 20

KRA Description : Systems, processes, technology transfer, QA, GLP practices & data compilation

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. Design & implementation of systems in Analytical Development Laboratory	Text			By Mar 2018	By 30 Feb 2018	By Feb 2018	By Jan 2018	By Dec 2017
2. Implementation of project management systems for R&D projects (CPD/CMB/Oleo/Global)	Text			By Mar 2018	By 30 Feb 2018	By Feb 2018	By Jan 2018	By Dec 2017
Pilot Plant of DFA ,Splitting ,Autoclave to be made functional & trial to be planned accordingly	Text			with in 7 days	with in 6 days	with in 5 days	with in 4 days	with in 3 days

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

Employee Name	Manager's name	Employee ID	Year
Prabhakar Tatiparti	Amit Shukla	10000761	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	