

Employee Name : SREELA CHAKRABORTY
Manager's Name : AMIT MUKHERJEE
Goalsheet Of Year: 2017-2018

KRA Category : People
KRA Weightage : 20
KRA Description : Communication

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
Ensuring smooth communication with stakeholders	Text			N/A	N/A	Green	Green	Green
Ensuring smooth purchase process communication	Text			N/A	N/A	Green	Green	Green

KRA Category : Process
KRA Weightage : 20
KRA Description : Flawless Execution

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
RM Wastage	Percentage			0.7	0.6	0.5	0.4	0.3
PM Wastage	Percentage			1.2	1.1	1	0.9	0.8
Vendor performance evaluation, number of vendors evaluated based on delivery, quality and support	Percentage			80	85	90	95	100
Average Inventory days	Days			25	20	15	10	5

KRA Category : Business
KRA Weightage : 40
KRA Description : Achieving EBIDTA target of 42 Cr

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
Improving plant utilisation, increase from last year	Percentage			15	20	25	30	35
SNOP Plan Compliance	Percentage			85	90	95	96	97
Improving utilities consumption, over last year	Percentage			3	4	5	6	7

KRA Category : Customer
KRA Weightage : 20
KRA Description : Word class service

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
Production OTIF	Percentage			91	93	95	96	97
QL	Text			3.8	3.9	4	4.1	4.2
All Audits	Text			N/A	N/A	Green	Green	Green

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

Employee Name	Manager's name	Employee ID	Year
SREELA CHAKRABORTY	AMIT MUKHERJEE	10001467	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					

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	