

Employee Name : Pradip Patil  
Manager's Name : Nama Murali  
Goalsheet Of Year: 2017-2018

**KRA Category : People**

**KRA Weightage : 15**

**KRA Description : SAP Training and Documentation**

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
GST User Training	Text			Before 1st September, 2017	Before 15th August, 2017	Before 1st August, 2017	Before 15th July, 2017	Before 1st July, 2017
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

**KRA Category : Process**

**KRA Weightage : 25**

**KRA Description : GST implementation & support**

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
GST Implementation	Date			31/Jul/2017	20/Jul/2017	10/Jul/2017	05/Jul/2017	01/Jul/2017
GST Support	Text			RESPOND WITHIN 48 HR	RESPOND WITHIN 36 HR	RESPOND WITHIN 24 HR	RESPOND WITHIN 12 HR	RESPOND WITHIN 8 HR

**KRA Category : Business**

**KRA Weightage : 40**

**KRA Description : Dubai - Poland SAP Support**

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
SAP Functional Support POLAND & DUBAI	Text			RESPOND WITHIN 60 HRS	RESPOND WITHIN 56 HRS	RESPOND WITHIN 48 HRS	RESPOND WITHIN 36 HRS	RESPOND WITHIN 24 HRS
SAP ABAP Support POLAND & DUBAI	Text			RESPOND WITHIN 60 HRS	RESPOND WITHIN 56 HRS	RESPOND WITHIN 48 HRS	RESPOND WITHIN 36 HRS	RESPOND WITHIN 24 HRS

**KRA Category : Customer**  
**KRA Weightage : 20**  
**KRA Description : SAP India Support**

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
SAP Functional Support INDIA	Text			RESPOND WITHIN 60 HRS	RESPOND WITHIN 56 HRS	RESPOND WITHIN 48 HRS	RESPOND WITHIN 36 HRS	RESPOND WITHIN 24 HRS
SAP ABAP Support INDIA	Text			RESPOND WITHIN 60 HRS	RESPOND WITHIN 56 HRS	RESPOND WITHIN 48 HRS	RESPOND WITHIN 36 HRS	RESPOND WITHIN 24 HRS

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

Employee Name	Manager's name	Employee ID	Year
Pradip Patil	Nama Murali	10002538	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.*

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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	<b>Coaching</b> through leader in own function for <b>functional</b> inputs					
2	<b>Coaching</b> through leader in own function for <b>functional</b> inputs					

**Part C: Development through action learning projects**

<b>Project Title</b>	
<b>Review date</b>	
<b>Target end date</b>	
<b>Project scope</b>	
<b>Project exclusions</b>	
<b>Project deliverables</b> (Target at rating 3: good solid performance)	
<b>What is the employee expected to learn from this project</b>	
<b>Reviewer(s) name</b>	

Project Status	
Project Status Comments	