

Employee Name : Pratik Mehta
 Manager's Name : Rayomand Mirzan
 Goalsheet Of Year: 2017-2018

KRA Category : Process

KRA Weightage : 20

KRA Description : Strengthening Department Functioning

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
To procure from Manufacturer / Authorised dealer instead of suppliers (other than general items)	Text	25		50%	60%	70%	80%	90%
Meet compliance Kosher / Halal	Text	25		100% beyond Dec	100% by Dec	100% by Nov	100% by Oct	100% by Sept
Enhancing skill level of team members - develop a framework to support buyers to analyse trends, feedstock / industry analysis, articulating purchase strategy, monthly presentation in a structured manner, sharing info with team members, Excel training etc...	Text	25		NA	Training + data (trends / feedstocks)	Training + data (trends / feedstocks) + show instances of atleast 4 improvements / decision	Training + data (trends / feedstocks) + show instances of atleast 6 improvements / decisions	Training + data (trends / feedstocks) + show instances of 8 improvements / decisions
To implement online auction (no of cases in year)	Text	25		NA	NA	1	2	3

KRA Category : Business

KRA Weightage : 40

KRA Description : Cost 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
Cost Improvement through Negotiations, Value engineering, vendor led innovation and Cross functional cost saving (135 lacs)	Text	50		< 95 L	>=95 L < 128 L	>=128 L < 142 L	>= 142 L < 175 L	>= 175 L
Gas contract - Develop strategies to derisk / manage risk, develop BPCL / GAIL relationship, Initiatives in Coal and Petcoke Procurement	Text	30		NA	NA	Alt coal initiatives + Baddi petcoke assessment	Plan for Spot sale + any alternative remedy for take or pay + Successful coal CIP	Plan for Spot sale + any alternative remedy for take or pay + Successful coal CIP + Other initiatives
Other identified initiatives	Text	20		NA	NA	3 initiatives	4 initiatives	5 initiatives

KRA Category : Customer
KRA Weightage : 20
KRA Description : Improve Customer Services

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
Average PR to PO conversion time (For routine items)	Text	25		12 days	11 days	10 days	9 days	8 days
Average PR to PO conversion time (For non routine items)	Text	25		5 weeks	4.5 weeks	4 weeks	3.5 weeks	3 weeks
To improve customer service for timely delivery of routine items	Text	25		14 days or as per lead time + 4 days	12 days or as per lead time + 2 days	10 days or as per lead time	08 days or as per lead time minus 2 days	06 days or as per lead time minus 4 days
Timely Closure of Advance payment, with in 30 days of all material receipt	Text	25		beyond 120 days of receipt of material	within 120 days of receipt of material	within 90 days of receipt of material	within 60 days of receipt of material	within 30 days of receipt of material

KRA Category : People
KRA Weightage : 20
KRA Description : IDP for Self and Team

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
IDP for Self including Project	Text	50		NA	NA	Jan 18	Feb 18	Mar 18
IDP for team	Text			Identifying needs and giving training to subordinates by Mar 18	Identifying needs and giving training to subordinates by Feb 18	Identifying needs and giving training to subordinates by Jan 18	Identifying needs and giving training to subordinates by Dec17	Identifying needs and giving training to subordinates by Nov 17

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

Employee Name	Manager's name	Employee ID	Year
Pratik Mehta	Rayomand Mirzan	10003578	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	Sunil Katekari	1	This is mandatory

	Safety *			
3	Prevention of Sexual Harassment *		1	This is mandatory
4	Effective Communication Skills		2	
5	Getting Things Done		1	will help in leading the team better
6	The Super Manager	Amit Sanas	2	
7	Six Thinking Hats		1	
8	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	S Kannan	3	31/Mar/2018		
2	Coaching through leader in own function for functional inputs	Rayomand	3	31/Mar/2018		

Part C: Development through action learning projects

Project Title	Identifying critical success factors for long chain alcohol
Review date	31/Mar/2018

Target end date	31/Mar/2018
Project scope	Identifying critical success factors for long chain alcohol
Project exclusions	NA
Project deliverables (Target at rating 3: good solid performance)	TBD
What is the employee expected to learn from this project	TBD
Reviewer(s) name	TBD
Project Status	
Project Status Comments	