

Employee Name : Sudhan Raja Subramani  
Manager's Name : Pratik Mehta  
Goalsheet Of Year: 2017-2018

**KRA Category : Business**  
**KRA Weightage : 40**  
**KRA Description : Cost Savings**

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) Cost Improvement through Negotiations, Value engineering, vendor led innovation and Cross functional cost saving (30 lakhs)	Value	50	30	< 20.7	21 to 28.5	28.8 to 31.5	31.8 to 38.7	41.7
2) Other identified initiatives (Rate contract process for services and materials, Buying from direct manufacturer or authorised dealer)	Text	50		No Initiative	Initiative taken but not completed	One initiative	Two Initiatives	Three Initiatives

**KRA Category : Customer**  
**KRA Weightage : 20**  
**KRA Description : Improve Customer 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
1) Average PR to PO conversion time (For routine items)	Days	25		12	11	10	9	8
2) Average PR to PO conversion time (For non routine items)	Days	25		35	31.5	28	24.5	21
3) 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
4) 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 : 15**  
**KRA Description : Improve skill set of self and sub-ordinates**

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
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	50		NIL	NIL	Training + data (trends / feedstocks) + show instances of atleast 1 improvements	Training + data (trends / feedstocks) + show instances of atleast 2 improvements	Training + data (trends / feedstocks) + show instances of 3 improvements
IDP for Self along with Action learning project	Text	50		NIL	NIL	31st March 2018	28th Feb 2018	31st Jan 2018

**KRA Category : Process**

**KRA Weightage : 25**

**KRA Description : Strengthen 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
Annual Rate contract Process (Services /Material)	Text	20		0	0	17	25	35
Online Auction / Buying	Text	20		0	0	1	2	3
To procure from Manufacturer / Authorised dealer instead of traders (other than general items)	Percentage	20		50	60	70	80	90
Implementation of Comprehensive Procurement Tracker	Text	20		NIL	NIL	70% of weeks	80% of weeks	90%of weeks
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	20		NIL	NIL	Training + data (trends / feedstocks) + show instances of atleast 1 improvements	Training + data (trends / feedstocks) + show instances of atleast 2 improvements	Training + data (trends / feedstocks) + show instances of 3 improvements

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

Employee Name	Manager's name	Employee ID	Year
Sudhan Raja Subramani	Pratik Mehta	10004029	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**

	Name of program	Faculty	Days	Please explain why
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No				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		2	
5	Getting Things Done		1	
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	Costing for Services	1	pratik.mehta@vvfltd.com?Pratik Mehta
2	GST	1	bhushan.singh@vvfltd.com?S hashibhushan Singh

**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**

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<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>	
<b>Project Status</b>	
<b>Project Status Comments</b>	