

Employee Name : PRASAN DAS
 Manager's Name : Tomy Kalapurackal
 Goalsheet Of Year: 2016-2017

KRA Category : People
KRA Weightage : 20
KRA Description : Achieve people goals

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
IT Technical Open House	Text			Once in 3 months	Once in 2 months	Once in 1 Months	once in 15 Days	once in 7 Days
IT technology hands on Training	Text			Once in 3 months	Once in 2 months	Once in 1 Months	once in 15 Days	once in 7 Days
Completion of IDP	Text			Not done	After 15 March 2017	On or Before 15 March 2017	Before 01_02_2017	Before 01_01_2017

KRA Category : Business
KRA Weightage : 40
KRA Description : Centralised Active Directory I

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
Solutioning , Negotiation and Release of PO	Text			After 30_10_2016	After 15_09_2016	On or Before 15_08_2016	Before 07_08_2016	Before 01_08_2016
Installation and Config.of On Premise - Active Directory	Text			After 30_11_2016	After 30_10_2016	On or Before 15_09_2016	Before 30_08_2016	Before 15_08_2016
PC on boarding to AD for all locations	Text			After 28_02_2017	After 30_01_2017	On or Before 30_12_2016	Beefore 30_11_2016	Before 30_10_2016
Implementation ADFS – on cloud - MS Azure	Text			After 30_11_2016	After 30_10_2016	On or Before 30_09_2016	Before 30_08_2016	Before 15_08_2016
Integration of On Prem AD with ADFS Azure And Office 365 and Single Sign on	Text			After 28_03_2017	After 28_02_2017	On or Before30_01_2017	Before 30_12_2016	Before 30_11_2016

KRA Category : Process
KRA Weightage : 20
KRA Description : Data Security and Compliance

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
Implementation of Forti-Client for Data security	Text			After 30th Oct 2016	After 30th Sept 2016	On or before 30th August 2016	Before 30 th July 2016	Before Jne 2016
Managing the Firewall - All locations	Text			Below 85 %	Below 90%	95 Percent	Above 97%	Above 99%
Maintaining Anti-Virus Server	Text			Below 85 %	Below 90%	95 Percent	Above 97%	Above 99%
Software compliance and managing Kesaya	Text			once in 6 months	once in 4 months	Once in 3 months	Once in 2 months	Once in 1 Months

KRA Category : Customer
KRA Weightage : 20
KRA Description : "Smooth functioning of IT infrastructure "

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
Manage and ensure proper functioning of Computers, LAN Devices, Projectors Managing Office 365, Firewall, Routers, Core Switches,	Text			Below 85 %	Below 90%	95 Percent	Above 97%	Above 99%
Technology upgrade-based on need and Fund availability	Text			After 30 th March 2017	After 15th March 2017	On or before 01st March 2017	Before 01_02_2017	Before 01_01_2017
Closing of Audit observations	Text			Below 100 Days	Below 90 Days	Within 60 days	Within 30 Days	Within 15 Days
Managing the FM services	Text			Below 85 %	Below 90%	95 Percent	Above 97%	Above 99%
Maintenance of IT Asset inventory (hardware, networking & Software)	Text			Below 85 %	Below 90%	95 Percent	Above 97%	Above 99%

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

Employee Name	Manager's name	Employee ID	Year
PRASAN DAS	Tomy Kalapurackal	10000465	2016-2017

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 the training is needed
No				

1	Training on ISO 14001, OHSAS 18001 **	EHS Team	0.5	
2	Good Manufacturing Practices (GMP +) and cGMP **	ASHOKRAO PATIL	0.5	
3	Environment Health and Safety *	EHS Team	1	Need to do self-planning in order to complete the task on time
4	Interpersonal skills	Amit Sanas	2	
5	Advanced Communication skills(only AGM & above)	Charles Carvalho	2	
6	Effective time management and execution	Amit Sanas	2	Ok
7	Inspirational Leadership (only AGM & above)	Charles Carvalho	2	Ok
8	Advanced Excel (only AGM & above)		2	
9	Training on ISO 9001 & 22000	ASHOKRAO PATIL	0.5	Ok
10	Influencing skills	Internal TBD	2	
11	Strengths based team building	Charles Carvalho	1	
12	Getting Things Done	Charles Carvalho	1	
13	Influencing skills	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	Not Applicable
Project Status Comments	