

Employee Name : Rajesh Bharti
Manager's Name : Nama Murali
Goalsheet Of Year: 2017-2018

KRA Category : Business

KRA Weightage : 40

KRA Description : Dubai - Poland 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, 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 INDIA, 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 : Process

KRA Weightage : 25

KRA Description : GST Implementation and 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 HRS	RESPOND WITHIN 36 HRS	RESPOND WITHIN 24 HRS	RESPOND WITHIN 12 HRS	RESPOND WITHIN 8 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

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 Month	Once in Four Month	Once in Three Month	Once in Two Month	Once in One Month

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

Employee Name	Manager's name	Employee ID	Year
Rajesh Bharti	Nama Murali	10003854	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	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	