Employee Name : Pallavi Inamdar
Manager's Name : Manoj Mhatre
Goalsheet Of Year: 2017-2018

KRA Category : Process
KRA Weightage : 25
KRA Description : 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
Proper use of License Key	Text	25		kk	kk	kk	kk	kk
Removal of unauthorised softwares	Text	25		kk	kk	kk	kk	kk
Ensure OS & Office Patch management	Text	25		kk	kk	kk	kk	kk
d. Removal user/services from AD Server/Wireless controller	Text	25		kk	kk	kk	kk	kk

KRA Category : Process
KRA Weightage : 30
KRA Description : Timely renewal & Purchase of IT consumables and 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
Preparing the Monthly provision and Fund allocation	Text	35		more than 4 days	More than 2 days	One day after the target date	On the target Day	one day before the Target Date
Timely renewal of Services	Text	35		more than 60 days of the Request received	within 2 months of the Request received	within one month of the Request received	withIn 15 days of the request received	withIn 7 days of the request received
Monitor the budget utilisation	Text	30		more than 4 months	more than 2 months	Monthly	Weekely	Daily basis

KRA Category : People
KRA Weightage : 25
KRA Description : Vendor Management

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
Timely booking of Invoices and minimise provision entry	Text	25		more than 15 days	Within 10 days	Within 7 days	Within 5 days	Within 2 days
Timely release of payment	Text	25		60 days of Receipt of Invoice	45 days of Receipt of Invoice	30 days of Receipt of Invoice	25 days of Receipt of Invoice	15 days of Receipt of Invoice
Follow up for budgetary quote	Text	25		more than 15 days	Within 10 days	Within 7 days	Within 5 days	Within 2 days
Evaluation of cost effective Technologies	Text	25		more than 30 days	within 30 days	within 20 days	within 15 days	within10 days

KRA Category : People
KRA Weightage : 25
KRA Description : Vendor Management

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
Timely booking of Invoices and minimise provision entry	Text	25		more than 15 days	Within 10 days	Within 7 days	Within 5 days	Within 2 days
Timely release of payment	Text	25		60 days of Receipt of Invoice	45 days of Receipt of Invoice	30 days of Receipt of Invoice	25 days of Receipt of Invoice	15 days of Receipt of Invoice
Follow up for budgetary quote	Text	25		more than 15 days	Within 10 days	Within 7 days	Within 5 days	Within 2 days
Evaluation of cost effective Technologies	Text	25		more than 30 days	within 30 days	within 20 days	within 15 days	within10 days

KRA Category : Customer
KRA Weightage : 25
KRA Description : Managing the Hired 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
Maintain 99% Up time for the services taken	Text	40		within 5 days	Within 4 days	Within 2 days	Within one day	Daily basis
Escalate issues to the vendors	Text	30		within 10 days	within 7 days	within 4 days	Within 2 days	Same day
Monitor & Timely closure of end user calls	Text	30		within 30 days	within 15 days	within 7 days	within 5 days	Within 3 days

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

Employee Name	Manager's name	Employee ID	Year
Pallavi Inamdar	Manoj Mhatre	10000785	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.

No	Topics required	No. of Days	Internal faculty name
1			
2			

<u>*Note: Part B and Part C are to be filled by only AGM and above employees.*</u>

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	