

Employee Name : Shubhangi Pawar
Manager's Name : Jayesh Menon
Goalsheet Of Year: 2016-2017

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
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			After 30 th March 2017	After 15th March 2017	On or before 01st March 2017	Before 01/02/2017	Before 01/01/2017
Managing the FM services "	Text			80	85	90	95	100
Maintenance of IT Asset inventory (hardware, networking & Software) "	Text			80	85	90	95	100

KRA Category : Business

KRA Weightage : 40

KRA Description : Centralised Active Directory

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 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
2 Installation and Config of On Premise - Active Directory "	Text			After 30/10/2016	After 15/09/2016	On or Before 15/08/2016	Before 07/08/2016	Before 01/08/2016
3 PC on boarding to AD for all locations	Text			After 30/10/2016	After 15/09/2016	On or Before 15/08/2016	Before 07/08/2016	Before 01/08/2016

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
1 IT News letter & Hands on Training	Text	50		once in 6 months	once in 4 months	Once in 3 months	Once in 2 months	Once in 1 months
2 IT Technical Open House	Text	50		once in 6 months	once in 4 months	Once in 3 months	Once in 2 months	Once in 1 months

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
1 Managing the Firewall	Text			80	85	90	95	100
2 Maintaining Anti-Virus Server	Text			80	85	90	95	100
3 Software compliance and managing Kesaya "	Text			80	85	90	95	100

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

Employee Name	Manager's name	Employee ID	Year
Shubhangi Pawar	Jayesh Menon	147258	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

No	Name of program	Faculty	Days	Please explain why the training is needed
1	Good Manufacturing Practices (GMP +) and cGMP **	ASHOKRAO PATIL	0.5	This is mandatory

*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	Relaxation program	10.2	vadiraj.ekkundi@vvfltd.com?V adiraj Ekkundi
2	Laughing program	15	vidyadhar.parab@vvfltd.com? Vidyadhar Parab

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				No	Please explain why the training is needed
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 Completed
Project Status Comments	What is the employee expected to learn from this project