

Employee Name : Abhishek Sange  
 Manager's Name : Pratik Mehta  
 Goalsheet Of Year: 2017-2018

**KRA Category : Process**

**KRA Weightage : 25**

**KRA Description : Stengthening 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
To procure from Manufacturer / Authorised dealer instead of suppliers (other then general items)	Percentage	20		50	60	70	80	90
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		Training + data (trends / feedstocks)	Training + data (trends / feedstocks) + show instances of at least 2 improvements	Training + data (trends / feedstocks) + show instances of atleast 4 improvements	Training + data (trends / feedstocks) + show instances of atleast 6 improvements	Training + data (trends / feedstocks) + show instances of 8 improvements
To implement online auction (no of cases in year) / Online Purchase /	Text	20		0	0	1	2	3
Identifying Repetitive Items into Rate Contract (Open Order)	Date	20		31/Mar/2018	28/Feb/2018	31/Dec/2017	30/Nov/2017	31/Oct/2017
Rate Contract with OEM's	Text	20		0	0	7	9	11

**KRA Category : People**

**KRA Weightage : 15**

**KRA Description : Improve skill set of self and subordinates**

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
Action learning project	Text	50		NIL	NIL	Before Mar 18	Before Feb 18	Before Jan 18
IDP for Self	Text	50		NIL	NIL	Before Mar 18	efore Feb 18	Before Jan 18

**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 rec	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 : Business**  
**KRA Weightage : 40**  
**KRA Description : Improvement on negotiation enhancing business bottomline**

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
Cost Improvement through Negotiations, Value engineering, vendor led innovation and Cross functional cost saving (36 lacs)	Value	50	35	< 24.15	24.5 to 33.25	33.6 to 36.75	37.1 to 45.15	48.65
Other Identified initiatives (In discussion with Plant people on Cost reduction for Inventory, Reducing downtime for Pumps)	Text	50		No Initiative	Initiative taken but not completed	01 Initiative	02 Initiative	03 Initiative

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

Employee Name	Manager's name	Employee ID	Year
Abhishek Sange	Pratik Mehta	10004093	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		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			
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	<b>Coaching</b> through leader in own function for <b>functional</b> inputs	Pratik Mehta	08	31/Mar/2018		
2	<b>Coaching</b> through leader in own function for <b>functional</b> inputs	Not Applicable	0	31/Mar/2018		

**Part C: Development through action learning projects**

<b>Project Title</b>	To be decided
<b>Review date</b>	28/Feb/2018

Target end date	31/Mar/2018
Project scope	To be decided
Project exclusions	To be decided
Project deliverables (Target at rating 3: good solid performance)	To be decided
What is the employee expected to learn from this project	To be decided
Reviewer(s) name	Pratik Mehta
Project Status	
Project Status Comments	