

Employee Name : Manoj Mhatre  
Manager's Name : Hemant Deshmukh  
Goalsheet Of Year: 2017-2018

**KRA Category : Business**

**KRA Weightage : 15**

**KRA Description : Business Continuity and IT Security**

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
DR Drill	Text			0 times in year	0 times in year	0 times in year	1 times in year	2 times in year
O/S Administration on Solaris, AIX and Oracle Database Administration with security Patches.	Text			Latest Patch minus 5	Latest Patch minus 4	Latest Patch minus 3	Latest Patch minus 2	Latest Patch minus 1

**KRA Category : Customer**

**KRA Weightage : 15**

**KRA Description : Uptime 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
SAP Uptime and DR Uptime	Percentage			95	96	97	98	99
WAN uptime	Percentage			94	95	96	97	98
SAP Basis Support Window (India/Poland/Dubai)	Text			After 5 Hour	After 4 Hour	After 3 Hour	After 2 Hour	After 1 Hour

**KRA Category : Process**

**KRA Weightage : 15**

**KRA Description : Projects**

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
ASP-GSP finalization for GST	Text			60 days after project approval	45 days after project approval	30 days after project approval	15 days after project approval	07 days after project approval

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
WMS EDI - technical integration at Dubai	Date			31/Mar/2018	15/Mar/2018	28/Feb/2018	31/Jan/2018	31/Dec/2017
Implementation of MAC ID binding for Personna	Date			28/Feb/2018	31/Jan/2018	31/Dec/2017	30/Nov/2017	31/Oct/2017
Optimization of SAP Licenses.	Date			31/Mar/2018	15/Mar/2018	28/Feb/2018	31/Jan/2018	31/Dec/2017

#### KRA Category : Process

KRA Weightage : 40

KRA Description : Upgrade, Enhancement, monitoring in Dubai & Poland SAP 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
SAP Technical upgrade from 4.7 to ECC6 EHP7 for dubai and Poland Instance	Date			31/Aug/2017	31/Jul/2017	30/Jun/2017	31/May/2017	30/Apr/2017
Migration of Dubai Poland SAP Instance from from co-location to Cloud	Date			31/Aug/2017	31/Jul/2017	30/Jun/2017	31/May/2017	30/Apr/2017
Ensuring software optimization and compliance of SAP Licenses including SOD and Authorization	Percentage			20	50	90	95	100
Maintenance and optimization of SAP Instance	Date			31/Mar/2018	31/Dec/2017	30/Nov/2017	31/Oct/2017	30/Sep/2017
Implementation of the recommendation of SAP Audit	Days			70	60	50	40	30

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

Employee Name	Manager's name	Employee ID	Year
Manoj Mhatre	Hemant Deshmukh	10000781	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			

**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	

<b>Project scope</b>	
<b>Project exclusions</b>	
<b>Project deliverables</b> (Target at rating 3: good solid performance)	
<b>What is the employee expected to learn from this project</b>	
<b>Reviewer(s) name</b>	
<b>Project Status</b>	
<b>Project Status Comments</b>	