

Employee Name : Riju Mukherjee
Manager's Name : Rayomand Mirzan
Goalsheet Of Year: 2017-2018

KRA Category : Customer
KRA Weightage : 25
KRA Description : 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
Procurement OTIF - 97.5%	Text	40		<96	>=96<97	>=97<98	>=98<99	>=99
Proposal for Client CIP (2 clients) :	Text	20		0	1	2	3	4
Vendor Quality agreement and it's support system for critical vendor	Text	40		NA	NA	Mar 18	Feb 18	Jan 18

KRA Category : Business
KRA Weightage : 40
KRA Description : Financial

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
CIP - Raw Material - 40 Lakhs :	Text	50		<28	>=28 <38	>=38 <42	>=42 <52	>= 52
Smooth transition on GST	Text			<75	>=75 <80	>=80 <85	>=85 <90	>=90
Inventory and SMOG reduction	Text			>19.5 days	>=18.5 <19.5 days	>=17.5 <18.5 days	>=16.5 <17.5 Days	< 16.5 days

KRA Category : Process
KRA Weightage : 15
KRA Description : process

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
Develop framework that supports buying - analyse trends, feedstock / industry analysis, monthly presentation in a structured manner, sharing info with team members with a latest updated common folder	Text	50		1	2	3	4	5
To actively support Engineering group on the RM side, study various items and bring value addition	Text	50		1	2	3	4	5

KRA Category : People
KRA Weightage : 20
KRA Description : IDP

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
Behavioral Trait : Sense of Responsibility/Ownership in scale of 10	Text	50		<6	>=6 <7	>=7 <8	>=8 <9	>=9
Project- Exploring Neutraceutical market and identifying product stream and making business proposal for 2018-19	Text	50		NA	NA	March 18	Feb 18	Jan 18

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

Employee Name	Manager's name	Employee ID	Year
Riju Mukherjee	Rayomand Mirzan	10000744	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	Thinking in more systematical way in multi directions to upgrade myself
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	Coaching through leader in own function for functional inputs	Rayomand Mirzan	10	By 20th March, 2018		
2	Coaching through leader in own function for functional inputs	Sunil Singh	5	By 28th February, 2018		

Part C: Development through action learning projects

Project Title	Neutracea
Review date	30/Jun/2017
Target end date	30 June 2017

Project scope	Exploring Neutraceutical market and Identifying product stream and making Business Proposal having sale potential for 2018-19
Project exclusions	Customer Feedback and clinical data
Project deliverables (Target at rating 3: good solid performance)	March 2018
What is the employee expected to learn from this project	To understand the Neutracea market and business proposition
Reviewer(s) name	Pratyaya Chakrabarti
Project Status	
Project Status Comments	