Employee Name : Prashant Shirsath
Manager's Name : V. R. Krishnan
Goalsheet Of Year: 2017-2018

**KRA Category : Business**
**KRA Weightage : 15**
**KRA Description : Main OTIF for daily/monthly sales**

| 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 |
|---|---|---|---|---|---|---|---|---|
| Handling internal/external audits | Text | 25 | | 5NC | 2NC | No NC | Max.1 NC | NO NC |
| Auditing Transporters Service level - Service, performance, delivery schedule, Transit time. | Text | 25 | | Service level 5 days | service level 3 days | service leave 2 days | service Laval 1 day | service Laval same day |
| Main OTIF for daily/monthly sales | Days | 50 | | 10 | 8 | 6 | 5 | 3 |

**KRA Category : People**
**KRA Weightage : 40**
**KRA Description : Provide the daily schedule to transporters and follow up for placement of vehicles**

| 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 |
|---|---|---|---|---|---|---|---|---|
| Follow up with plant for timely loading and with customer for time unloading to avoid detention charges | Days | 50 | | 5 | 4 | 3 | 2 | 1 |
| Preparing freight budget and Provision | Text | 25 | | before 5 | before 4 | before 3 | before2 | on 1st |
| Other connected jobs required to complete customer satisfaction | Text | 25 | | 10 NC | 4 NC | NC | no NC | No NC |

**KRA Category : Customer**
**KRA Weightage : 20**
**KRA Description : Ensure that customers order schedules are strictly adhered to and customers are kept Informed of their order status**

| 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 |
|---|---|---|---|---|---|---|---|---|
| Generate Pending order MIS of all products | Text | 25 | | AFTER 5 DAYS | AFTER 3 DAYS | DAILY | EVERY DAY | Advance planning |
| Stock confirmation of Bulk/Dry cargo | Text | 25 | | AFTER 5 DAYS | AFTER 3 DAYS | DAILY | EVERY DAY | Advance planning |
| Follow up for order processing | Text | 25 | | AFTER 5 DAYS | AFTER 3 DAYS | DAILY | EVERY DAY | Advance planning |
| Check customer delivery schedule's / update schedule | Text | 25 | | AFTER 5 DAYS | AFTER 3 DAYS | DAILY | EVERY DAY | Advance planning |

**KRA Category : Process**
**KRA Weightage : 25**
**KRA Description : Complete finical activity**

| 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 |
|---|---|---|---|---|---|---|---|---|
| Check transporters bills for shortages if any and recover the same | Days | | | 15 | 10 | 8 | 5 | 2 |
| Check the transport bills and clear the same for payment after service entry | Days | | | 15 | 10 | 7 | 5 | 3 |
| Generate MIS – Daily sales/Pending Order | Days | | | 15 | 10 | 5 | 3 | 2 |
| Liaison with Plant for daily despatches/ drumming plan | Days | | | 5 | 4 | 3 | 2 | 1 |
| Issue debit note/Credit note | Days | | | 15 | 10 | 5 | 3 | 1 |

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

| Employee Name | Manager's name | Employee ID | Year |
|---|---|---|---|
| Prashant Shirsath | V. R. Krishnan | 10000726 | 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 | **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** | |