

TPP

PROJECT OUTLINE

“Demanding Performance “

I. Project objective

- To build up a performing culture in the organization, in which every one adds higher value
- Developing the accountability at each and every level for developing the innovative products and meeting customer need
- Winning customer trust through PQCDSEM Approach – high level focus on quality

Key Objectives

1. Developing Business Plan and Annual Operating Plan
2. Evolving SMART Goals and Targets for the Department/ Functions as well as for the given Positions for Individuals
3. Setting up Departmental Objectives and Targets for the current
 - a. Departmental objective for all 12 functions
4. Key Performance Indicators for each position – Managers and officers
5. Key Result Areas (KRAs) for each position for the year 2016-17
6. Setting up procedure for performance review and appraisal
7. Feedback process
8. Employee development
9. Rewards and recognition system

This would include both the hard and soft elements :

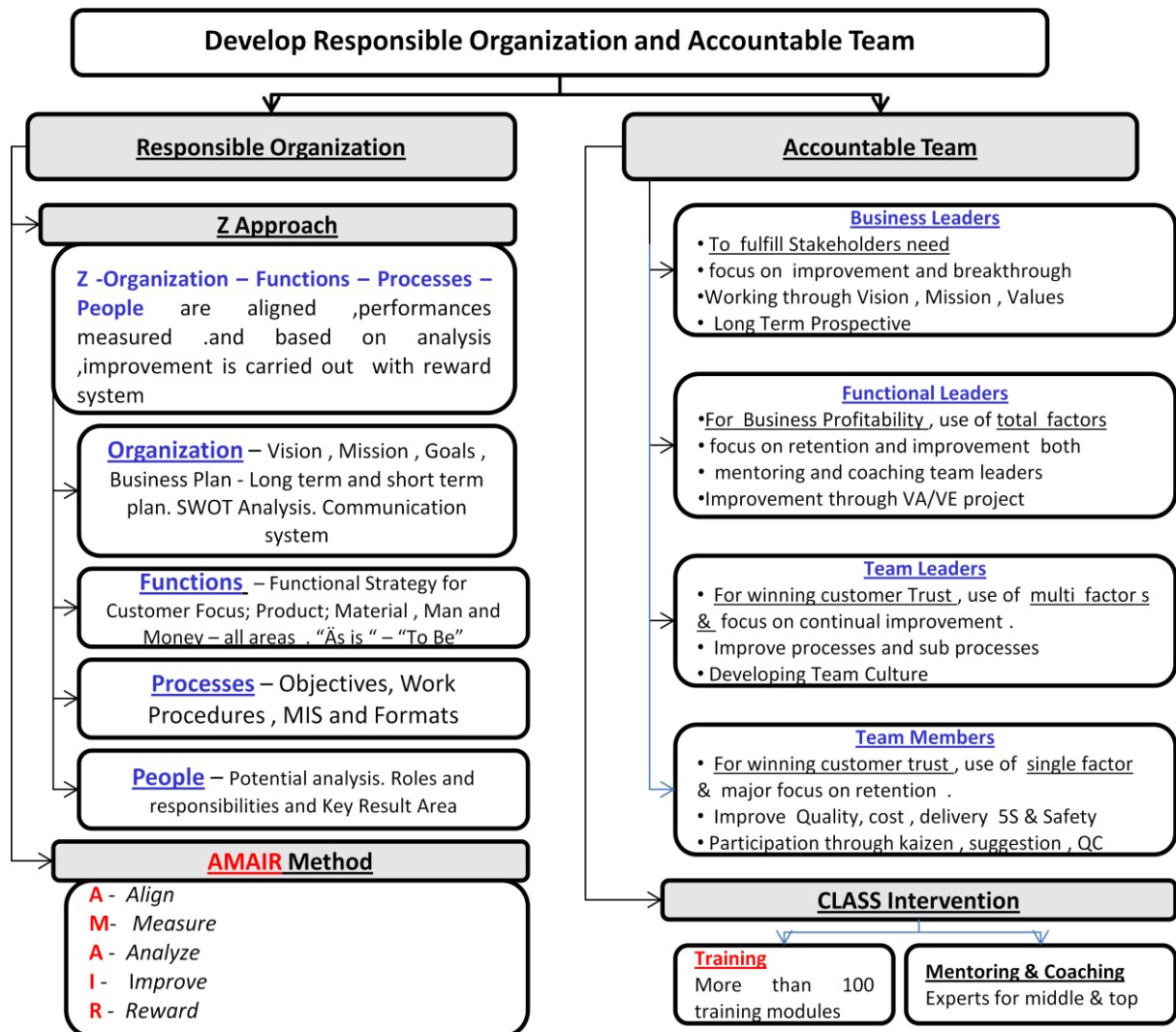
- Creating awareness among Employees for Organization Goals and Targets
- Developing complete formats and procedure for the goals and target
- Setting as well as review mechanism.

II. Project Scope

- All Senior and Middle level leaders
- This includes awareness programme as well as supporting the managers and officers in developing the goals and target for the department as well as for individuals.
- This includes periodic review, appraisals and feedback.

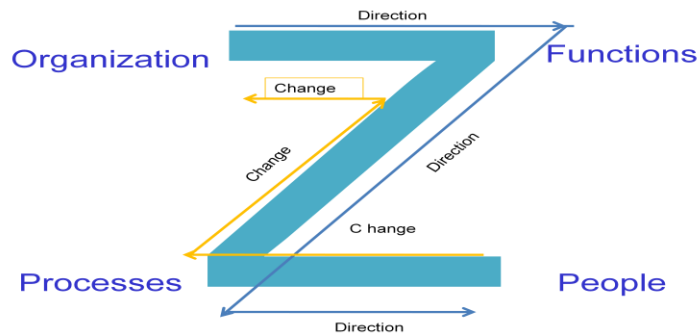
III. Project Approach followed by Team TPP

- Team CLASS follow “**Total People Productivity and Performance (TPPP)** Models , which is based on Developing the Responsible Organization and Accountable Team.



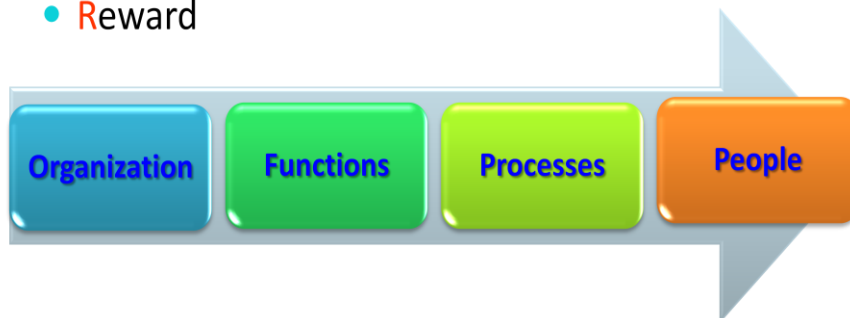
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- While setting the Goals and Targets we follow Z concept and DDAMAIR approach



Follow DDAMAIR Approach

- Define
- Develop
- Align
- Measure
- Analyze
- Improve
- Reward



Based on Business plan we develop the objectives and targets for the department and then we align the individuals' goals and target as per business plan departmental objective.

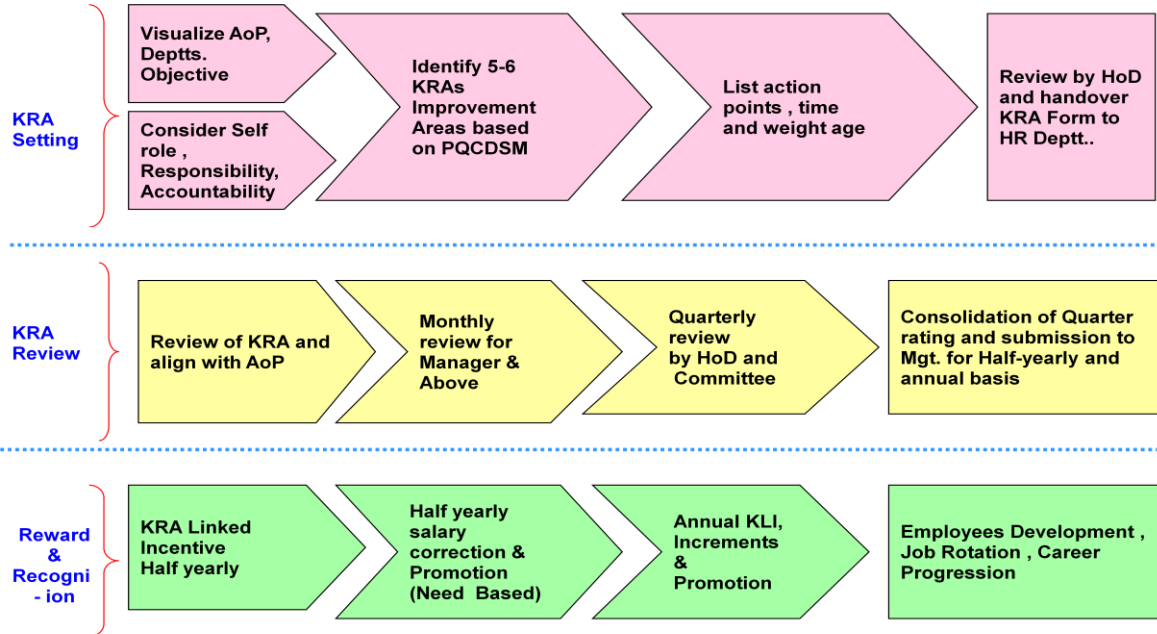
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- **Define** the **SMART** Goals and Targets for department as well as for individuals. This may be done collectively through workshop and in team.
- **Develop** the goals and targets for the department and individuals in clear measurable terms. This to be done during the workshop as well finalize within 2-3 weeks of the workshop.
 - This is done on the given format for the departmental objective as well KRA Sheet
- **Align** the goals and targets as per business need
- **Measure** the departmental as well as individuals' performance on periodic basis. To start with this may be reviewed on monthly basis for a given level – HoDs and Section Heads and appraise on quarterly and half yearly basis.
 - For HoDs and section heads level the performance may be reviewed on the monthly basis and reviewed on the quarterly basis
 - For Engineers and officers the performance may be reviewed on quarterly basis and appraised on half yearly basis.
- **Analyze** : based on measurement , the gap analysis to be done and improvement measure to be decided for all.
 - It need to be discussed the management support required for improvement
- **Improvement** measures to be carried out in the systematic manner and result to be measured
 - This also includes the employees development programme
- **Review , rewards and recognition**
 - This is very important aspect. Based on performance and value add , the rewards and recognition is decided.
 - The rewards and recognition could be in the form of monetary as we as one monetary

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Employees KRAS and Targets

Employees Key Result Areas / Target Setting Process



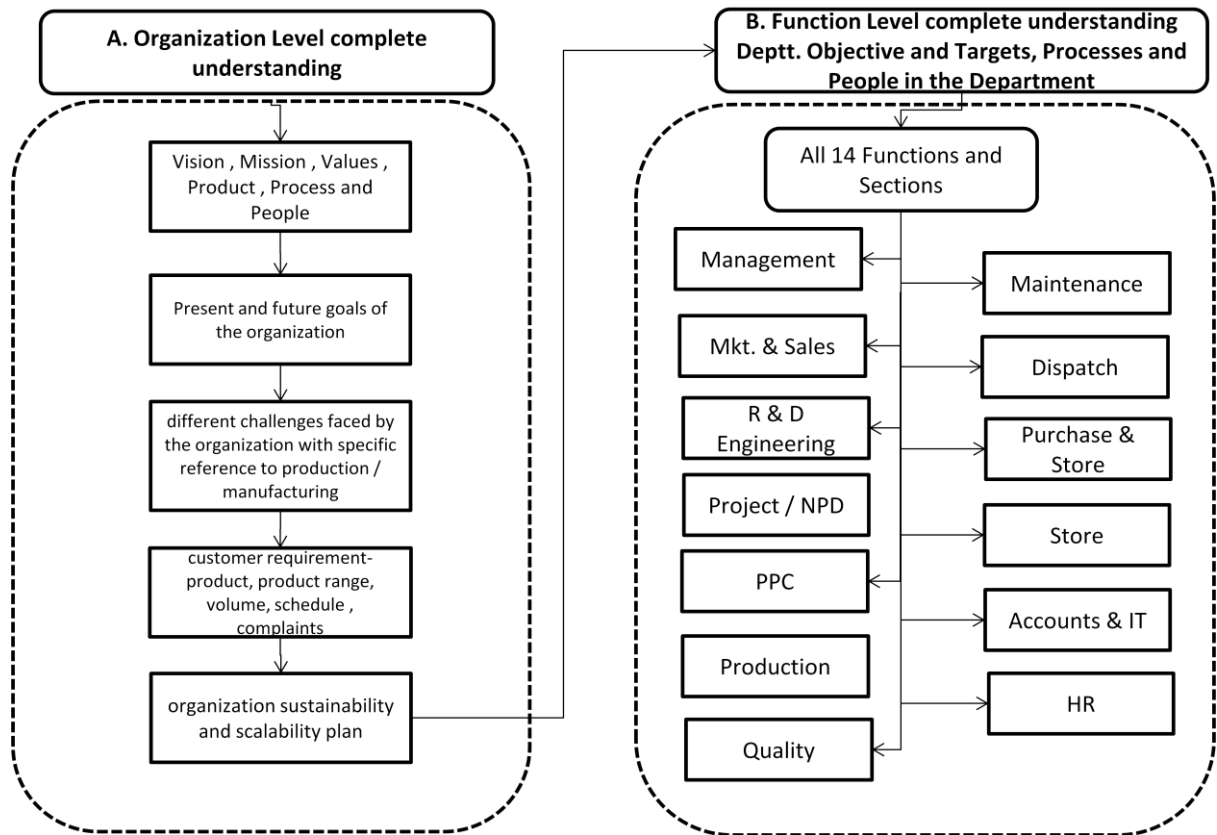
KRA Sheet

KEY PERFORMANCE INDEX - GOAL SETTING & EVALUATION FORM - 3 months										
Name & Designation : -										
KRA S. No	Key Result Areas	S.No	Key Performance Index	Unit of measurement	Existing Level / Status	Target Range		Weightage	Tentative completion date	Remarks
						100%	0%			
1										
2										
3										
4										
5										
6										
7										
8										

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This to be completed for all employees.

IV. Project Process followed



V. Key Deliverables of the Project

Direct

- Conducting 2 days workshop and report
- Business Plan for the year + 3 years
- Departmental Objective for all 12 Functions
- Key Result Areas (KRAs) for each employees
- 2 Days session of Mentoring and Coaching

Indirect

- Support in setting KRAs and review
