Performance Review Form (FY 2019-20) for Gauri Kulkarni

Employee Information

First Name	Gauri	Last Name	Kulkarni
Designation	Associate General Manager - Architecture	Cell	Architecture
Reviewer	Ajay Gandhewar	Department	Design
Location	Corporate Office		

Performance Review Cycle

1st April 2019 - 31st March 2020

KRAs (100.0%)

This section is for evaluating performance on KRAs of an Associate. The ratings given and the percentage weight for each KRA, will determine the Final Rating.

1.1 Demonstrate proper knowledge of Bylaws , statutory requirements, local/national codes and ensuring design deliverable's are compliant at all stages with these requirements in addition to compliance with company Policies/Process/Specifications

15.0% of total score

Completed

Qualitative Assessment- Design Compliance to Management Goals at each stage (Manager Assessment)

Associate's Rating

★★★★☆

Exceeds Expectations

Reviewer's Comments

1. proper design development as per brief.
2. On time deliverable s most of the time.

Associate's Comments

I make sure that the design brief is understood well & a cohesive feedback is conveyed to the Consultants in terms of the policies, liaison or previous learning thus ensuring a quality product.
Liaison regulations are met considering the design priorities & an effort to balance both the parameters is taken eg. The RERA areas are standardized for different apartment products for which a to & fro is done along with our Liaison team instead of just taking the areas worked out by them.
Have been able to manage most of the deliverable of the projects Florea & Olivia but have also understood some processes better & used it as a further learning for the new project Fresca.
Currently handling about 8 bldg typologies but continuous assessment is done with respect to the dwg standards, workshops with consultants, budget, processes, site reviews & timely deliverable.

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Goal Details

Goals (KRA)	Demonstrate proper knowledge of Bylaws , statutory requirements, local/national codes and ensuring design deliverable's are compliant at all stages with these requirements in addition to compliance with company Policies/Process/Specifications	Unit of Measures (KPI)	Qualitative Assessment- Design Compliance to Management Goals at each stage (Manager Assessment)
Start Date	04/01/2019	Due Date	03/31/2020
% Complete	20.0%	Weightage	15.0%
Status	Completed		

1.2 Stake holder management.
1.Proactive Management and Effective Coordination with external consultants. In case of international consultants/partners ensuring that work processes are managed effectively to help them deliver to our requirements
2. Lakeshore Greens- Sector 3 Customer care queries, site civil & finishing issues. The project is complete design wise. Post construction issues on going.
3.Lakefront design co-ordination & handling site issues.
4.Model Area co-ordination & completion- Lakefront & overall model of Sector 3,4,5,6 & Casa Taloja

20.0% of total score

On Track

Annual feedback from Stake holders

Associate's Rating

★★★★★

Outstanding Performance

Reviewer's Comments

1. Scheduling of activities and its follow up has improved.
2. Needs to restrict the amount of spoon feeding to external consultant.
3. Has increased self confidence and control on the project.

Associate's Comments

Preparation of the Gantt chart was one of the new learning for this year (from Mr.Jay Berman) & I have intensely worked on it to get better results on the DDS front.
Have applied this tool for earlier projects Florea & Olivia (although trying to match with the milestone schedule) but for Fresca I am quiet confident that we will achieve the DDS.
Although in achieving these timelines along with 2 ongoing projects there is no compromise done on the dwg details & quality.
Its difficult to achieve the timelines & making the consultants understand the urgency but have managed to condition the current teams to give quality deliverable on time.
To achieve this goal I have worked on the Gantt chart along with the DDS & to further simplify a tracker based on DDS is circulated every week to the internal team & consultants to make sure we do not loose track of the DDS dates.

Goal Details

Stake holder management.
1.Proactive Management and Effective Coordination with external consultants. In case of international

Goals (KRA)	consultants/partners ensuring that work processes are managed effectively to help them deliver to our requirements 2. Lakeshore Greens- Sector 3 Customer care queries, site civil & finishing issues. The project is complete design wise. Post construction issues on going. 3.Lakefront design co-ordination & handling site issues. 4.Model Area co-ordination & completion- Lakefront & overall model of Sector 3,4,5,6 & Casa Taloja	Unit of Measures (KPI)	Annual feedback from Stake holders
Start Date	04/01/2019	Due Date	03/31/2020
% Complete	50.0%	Weightage	20.0%
Status	On Track		

1.3 Improvement in customer satisfaction

10.0% of total score

On Track

CSAT Department Score Target:4
-CSAT on quality of design /Innovation

Associate's Rating

★★★★☆

Exceeds Expectations

Reviewer's Comments

1. is quick on revertal of inquires.

Associate's Comments

This being one of the key responsibilities I make sure that the queries are resolved as quickly as possible along with the Customer care team.
Also have to deal with the customers for the area break ups, committed amenities, project understanding etc which is done on the top most priority.

Goal Details

Goals (KRA)	Improvement in customer satisfaction	Unit of Measures (KPI)	CSAT Department Score Target:4 -CSAT on quality of design /Innovation
Start Date	04/01/2019	Due Date	03/31/2020
% Complete	30.0%	Weightage	10.0%
Status	On Track		

1.4 Project milestone achievement

30.0% of total score

On Track

Time taken to deliver the drawings to CM (planned vs actual-Target 90% on time delivery)

Associate's Rating



Outstanding Performance

Reviewer's Comments

1. is motivated to meet the deadlines.
2. is clear in conveying her expectations to the team.
3. Raises issues immediately if she is not able to handle/resolve it.

Associate's Comments

For Florea & Olivia have managed well to achieve all the milestones with lots of learnings. The whole process helped achieve a good understanding which could be applied for the new project.
The learning has helped us in achieving the initial milestones of Fresca well within time. The project is ongoing & I am sure we will be able to achieve the balance milestones too.
All the internal teams (arch, struc & mep) along with the external consultants are very much aligned & expect to get better outputs.

Goal Details

Goals (KRA)	Project milestone achievement	Unit of Measures (KPI)	Time taken to deliver the drawings to CM (planned vs actual-Target 90% on time delivery)
Start Date	04/01/2019	Due Date	03/31/2020
% Complete	50.0%	Weightage	30.0%
Status	On Track		

1.5 Establish DDS(Design Deliverable Schedule) and carry out periodic tracking /updates of the same and ensure agreed timelines are adhered to.Streamlining,optimizing and fast-tracking design delivery process to ensure timely delivery. Will try to do Project Monitoring & scheduling as a next step for improvisation.

25.0% of total score

On Track

Timely Delivery of Designs as per decided schedule (DDS)

Associate's Rating



Outstanding Performance

Reviewer's Comments

1 significant improvement in scheduling and controlling the external teams deliverable.

Associate's Comments

As per the target decided for project monitoring & scheduling I am very happy for myself that I could learn & understand new & existing tools to have a much better & a smoother Design Delivery process.
Also based on the comments from Ajay Sir, I was able to make my project tracking process much simpler by adding a DDS tracker.
I make sure that all the internal stakeholders have a print copy at their desks so that every team member is aligned to the same goal & I am able to explain at the site meetings for all deliverable including structure & MEP.
In addition all the necessary documentation viz. Agendas, MOM are regularly prepared & reviewed time to time.

Goal Details

	Establish DDS(Design Deliverable Schedule) and carry out periodic tracking /updates of the same and

Goals (KRA)	ensure agreed timelines are adhered to.Streamlining,optimizing and fast-tracking design delivery process to ensure timely delivery. Will try to do Project Monitoring & scheduling as a next step for improvisation.	Unit of Measures (KPI)	Timely Delivery of Designs as per decided schedule (DDS)
Start Date	04/01/2019	Due Date	03/31/2020
% Complete	60.0%	Weightage	25.0%
Status	On Track		

Additional Reviewer Comments

The comments section below is for **Additional Reviewer** to provide feedback on Associate's performance.
The same will be shared with the Associate, so that they gain more insight into their performance.

Section Comments:

Comments by Ajay Kumar Singh

Gauri is self motivated and self driven. Takes keen interest in her work and open to suggestions. She is time conscious and tries her best to deliver design details timely. Should be more persuasive with Consultants to get timely deliverable.

Areas of Strength

The comments section below is for the **Associate** and the **Reviewer** to highlight Associate's Areas of Strength

Section Comments:

Associate's Comments

I believe in team work.
Communication in terms of keeping people aware of issues & taking preventive measures to avoid confusions.
Process Documentation & follow up.

Reviewer's Comments

1, marked improvement in self confidence & motivation.
2. zeal to achieve the milestones.
3. eager to learn and understand better ways of doing work.

Areas of Improvement

The comments section below is for the **Associate** and the **Reviewer** to highlight Associate's Areas of Improvement

Section Comments:

Associate's Comments

Need to have better negotiation skills.
Need to manage a work life balance.

Reviewer's Comments

1. temper control

Summary Section

	Weight

KRAs	100.0% of total score
Demonstrate proper knowledge of Bylaws , statutory requirements, local/national codes and ensuring design deliverable's are compliant at all stages with these requirements in addition to compliance with company Policies/Process/Specifications	15.0%
Stake holder management. 1.Proactive Management and Effective Coordination with external consultants. In case of international consultants/partners ensuring that work processes are managed effectively to help them deliver to our requirements 2. Lakeshore Greens- Sector 3 Customer care queries, site civil & finishing issues. The project is complete design wise. Post construction issues on going. 3.Lakefront design co-ordination & handling site issues. 4.Model Area co-ordination & completion- Lakefront & overall model of Sector 3,4,5,6 & Casa Taloja	20.0%
Improvement in customer satisfaction	10.0%
Project milestone achievement	30.0%
Establish DDS(Design Deliverable Schedule) and carry out periodic tracking /updates of the same and ensure agreed timelines are adhered to.Streamlining,optimizing and fast-tracking design delivery process to ensure timely delivery. Will try to do Project Monitoring & scheduling as a next step for improvisation.	25.0%