


Precious Performance Improvement Programme

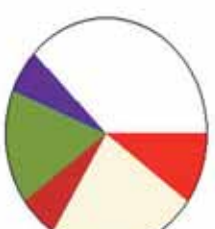
Keeping "Human Resources" motivated at all times and retaining "technical skill set", becoming a nightmare and posing a real challenge to HR & Other function heads. "Precious Performance Improvement Programme" (PPIP) comes handy as a software tool to manage and meet such challenges at ease, based on "Six-Sigma Controlled" approach.

PPIP achieves overall improvement for every resource, organization wide. It enables even remote resources remain linked and monitored.




KRA / Qualification / Experience List based on Designation

Designation	ID	FL	Designation	Project Leader
Review Process for the year 2006				
Report as on : 20 Feb 2006				
Review Type : INTERIM				
Employee_Id	Employee_Name			
Reporting To : E000 - H.S.Hameed				
E001	T.V.Sathy Naray			
E002	A.D.Kishore Kumar			
E003	James Ananth			
E011	Kumaran			
E009	Latha			
Reporting To : E002 - A.D.Kishore Kumar				
E007	Sara Banu			
E008	Vennila			
E010	Vignesh			
Reporting To : E003 - James Ananth				
E004	Senthil			
E006	Anantha Raj			
Reporting To : E011 - Kumaran				
E012	shafeeq			
E013	stella			
Reporting To : E014 - Hasen				
Reporting To : SUPER - serfatg				



Objective 62%

- Co-ordinate On-site implementation of solution for the client and carry out a smooth trans 18%
- Set objectives and competencies required for the future appraisal period for the project 24%
- Monitor the performance of project team members and conduct appraisals when required for t 8%
- Must be able to achieve team orientation at all times and keep the team spirits high by c 16%
- Must be able to prepare/validate functional specifications (SRS) and co-ordinate high-low 6%



Competency 79%

- Help prepare project estimation in terms of Time and Cost using proven international techs 26%
- Must be able to prepare and maintain risk management plans, configuration/change manage 35%
- Make sure that project team, as per standards defined, follows "quality control procedure" 24%

"Six Sigma" programs require any corporate organization to reach new levels of efficiency by following uniform standards and by measuring results against specific objectives and the individual's competencies using flexible & definable metrics.

Being a customer-focused and controlled, data-driven, decision-making methodology, Six Sigma highlights on improving how corporate organizations can manage by reducing process oriented defects and variations.



The Six Sigma DMAIC methodology (Define, Measure, Analyze, Improve, Control), automated by PPIP, provides the required framework for program/performance management initiatives.

Corporate Decision Vs Management Actions

PPIP is used by leading corporate(s) to sync Six Sigma measures with their current Performance Management frameworks, such as the "Balanced Scorecard" to maximize synergy and facilitate realization of corporate vision. More so, benefits are realized and measured using PPIP, as "Performance Information" for Six Sigma projects and any existing Performance Management framework initiatives can share operational definitions between the "corporate decisions" and the management functions.

"Six Sigma – Controlled", an approach

PPIP, the leading Performance Management software solution from PML, can help corporate organizations reach full potential using "Six Sigma – Controlled" an "innovate approach" to Six Sigma as follows.

- The Six Sigma projects in line with organizational objectives and goals,
- Defining these objectives and goals in a measurable manner with a flexible and definable metric pattern,
- Define these objectives that directly affect organizational performance, ensuring the required competencies are defined as required,

- Define these competencies across all the resources of any organization that are measurable just as defined objectives,
- Realization of project solutions and benefits is a result of a successful deployment, not just the pre-requisites,
- The deployment penetration depends on the maturity levels of Six Sigma understanding,
- The communication protocols required for a Six Sigma are implemented as required by any organization in a flexible/definable manner, thus making the deployment of Six-Sigma procedures for "Performance Management" work in a controlled environment.



Features in a Nutshell

- Dynamic organization-reporting structure with image of every employee/resource.
- Facility to drive all process through organization chart.
- Facilitates group company information in a central repository.
- Facilitates well-defined roles and responsibility of an every individual and their KPIs / KRAs.
- Notify automatically the concerned people at every stage.
- Built-in role based access control system.
- Facility to define the financial increment norms for every review/financial period.
- Facilitates a central repository of structured on-going training programs to improve skill sets.
- Facilitates tracking of performance improvement based on proposed training programmes.
- Facilitates monitoring the functioning of overall process. i.e. Review=>Suggest Improvement through a training programme=>Define Improvement initiative as an objective for the next period of review=>Monitor and Implement suggested training programme=>Define acquired skill as a competency for the following period(s) of review.
- Provides various useful reports with charts, wherever required.
- Facilitates "360° HR control" as a performance control initiative.

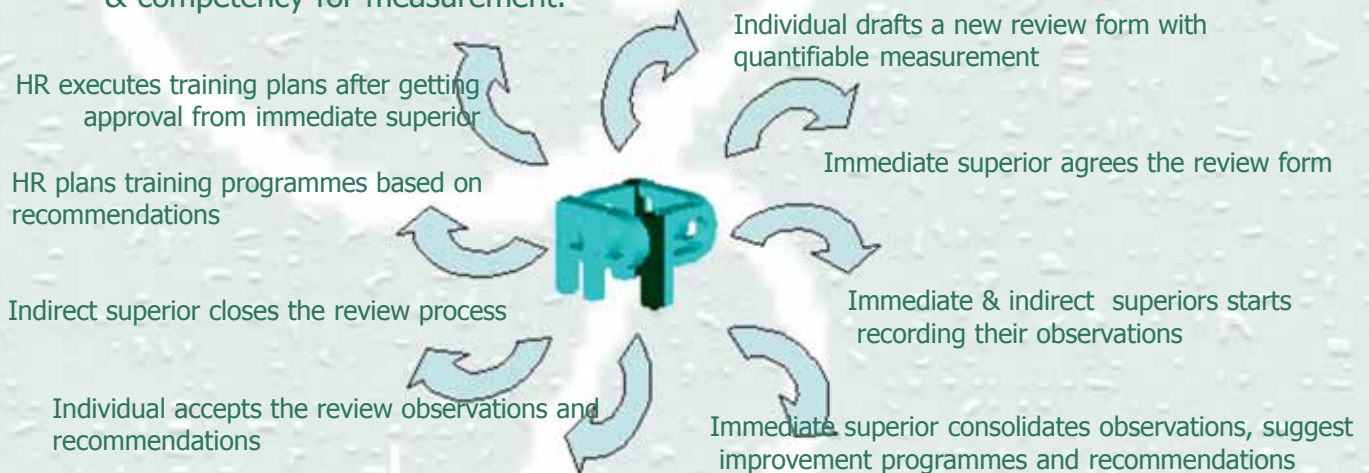
Precious Performance Improvement Programme — Methodology

Draft review Form

- Define Objective (new objectives and 'training programs' as forced objectives from previous reviews – whether completed or not.)
- Define Competency.
- Define weight-age to every objective & competency for measurement.

Agree on Review Form

- Immediate superior validates objective & competency.
- Immediate superior validates the weight-age.
- Assign Indirect superior(s) for observation.



Record Observations

- Immediate & Indirect superiors record their observations periodically.
- Every observation will be recorded against agreed observation & competency.
- Every observation will be rated based on the agreed scale.

Suggestion & Recommendations

- Computes overall performance .
- Based on performance, improvement plans are suggested.
- In final review along with suggestion financial recommendations are made based on the performance of an individual.

Accept and Close the Review Process

- Individual views the entire review documents and gives his/her acceptance.
- Indirect superior closes the review process.

Plan training Programme & Execute

- HR schedules training programs.
- Gets approval from immediate superiors.
- Executes the training schedules.
- Training program is defined automatically as an objective for the following period.
- Training provided will be measured in later reviews.

PPIP Home

PPIP opens with application menu and organization employee reporting structure. Application menu will have options available for the logged in user. Every node in the employee reporting structure is attached with context menu (using 'right click') with options available for the logged in user on that node.



PPIP Process Transparency

Status of review process maintained. Required controls at each stage are established based on the status. At every stage PPIP allows to exchange views/notes/remarks/observations between corresponding individuals. And these are tagged as well. Observations made by superior cannot be viewed by individual during review period. At the end of the process individual could see all information recorded. This enables the total transparency to the whole process.

Remark Date	Remarks	Remark By
2/21/2006	Select more Objectives related to current project	James Ananth
2/21/2006	Change Competency 2. It is not suitable to any of the Objectives.	James Ananth
2/24/2006	Please check the added Objectives as per your previous remark.	Anantha Raj
2/24/2006	Add more weightage to Objective 3.	James Ananth
2/25/2006	Please check the weightage for Objective 3	Anantha Raj
2/26/2006	OK, now the KRAs are properly defined.	James Ananth

PPIP Monitor

PPIP monitor is a handy tool for HR as well as group heads to monitor the entire process. Based on any logged on user's role, all relevant information about the member below their hierarchy will be seen by the logged on user. PPIP monitor will automatically refresh the screen every 10 minutes, with this information.

Review Process for the year 2006

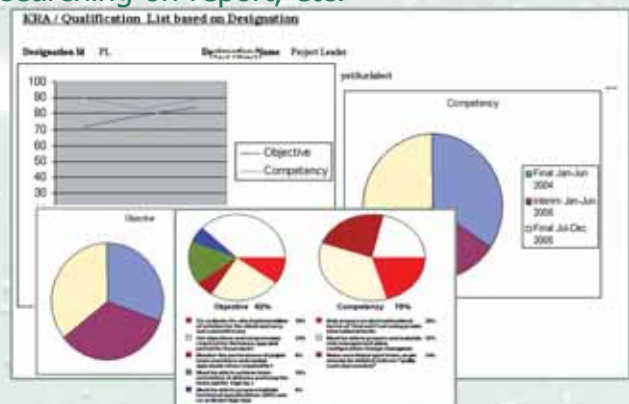
Report as on : 14 Mar 2006

Review Type : INTERIM Review Period : January - June

Employee Id	Employee Name	Opened	Agreed	Observation	Completed	Suggested	Initiated	Accepted	Closed
Reporting To : 0002 - A.D.Kishore Kumar									
0007	Sara Banu	✓	✓	5	✓	✓	✓		
0008	Venula	✓	✓	0	✓	✓			
0010	Vignesh	✓	✓	0					
Reporting To : 0003 - James Ananth									
0004	Senthil	✓	✓	0	✓				
0006	Anantha Raj	✓	✓	4					
Reporting To : 0005 - Hithand									
0003	James Ananth	✓	✓	3					
Reporting To : 0011 - Kumanan									
0012	Shafiq	✓	✓	0	✓				
0013	stafa	✓	✓	0					
Reporting To : SUPER - Super User									

PPIP Reports

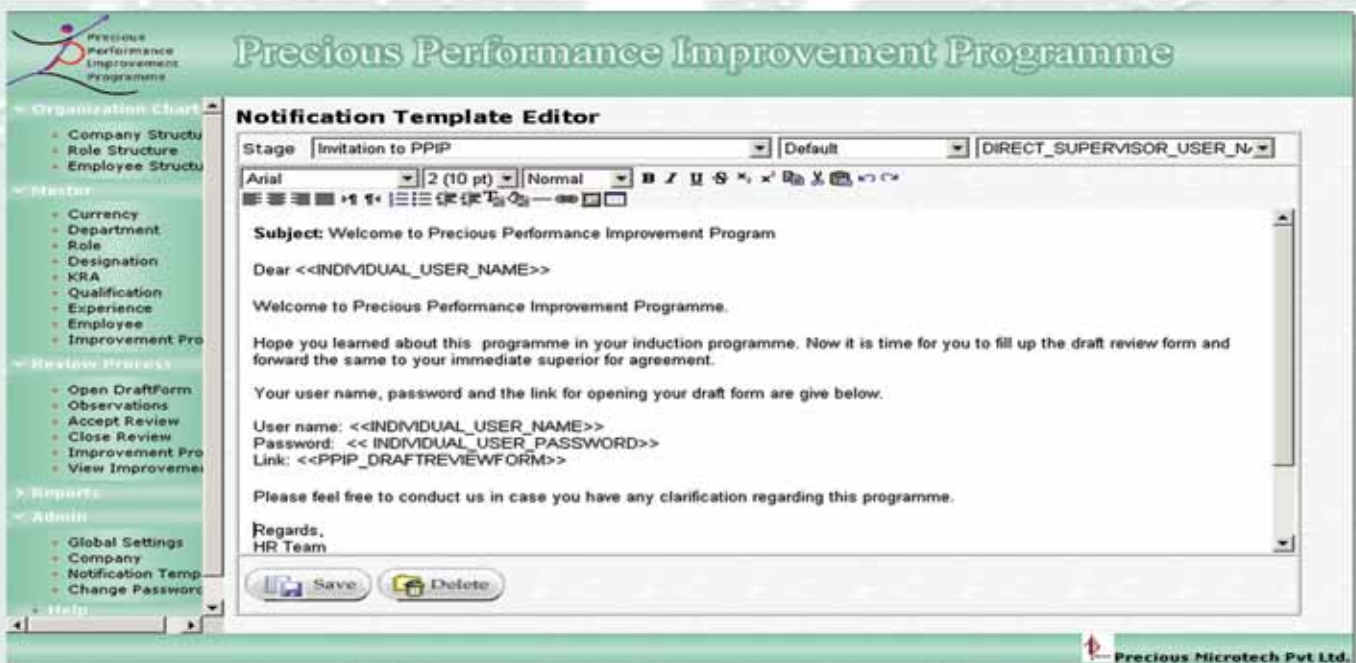
PPIP has adequate reports to maintain, monitor and view the performance of every individual. PPIP reports designed with line chart and pie chart, wherever required. PPIP reports will come with basic features like printing, exporting, navigating between pages, searching on report, etc.



PPIP—Notification

“PPIP notification” is an unique messaging feature, which will automatically notify all relevant individuals at every stage. “PPIP notification” module has three sections.

- Notification Template Editor to frame new/edit message templates for various processes/ individuals.
- Notification Generation at every stage.
- Exception Notification Generation.



Technical Requirements

SERVER

- Windows 2003 Standard/Enterprise/ Web edition, Windows 2000 Advanced server/ server, Microsoft NT Server 4.0 or Microsoft NT 4.0 Enterprise Edition.
- Microsoft Transaction Server.
- Internet Information Service.

DATA BASES

Microsoft SQL Server 2000 / 2005.

CLIENT

Microsoft Internet Explorer 5.5 or above.