

Activities for Developing KPI

Functions: Project design & engineering

Codes for steps: as below

Source: SM77, SM78, SM79(Annex 43A)

(Refer Chapter:18)

List of Steps/Activities	Codes for steps and (no of activities)	Function applicable	Responsibility
Sharing with each HOD Corporate Targets for Sales/Revenue & Construction Completion targets vis a vis Projects -Residential & non Residentials for the review period for which KPI are to be evolved by respective HOD as aligned to corporate vision /mission	TM01	All, similar	CEO/MD
Designing Structure/contents of KPI Planning structure /contents of proposed KPI, in a tabular form, with inputs from CEO/MD function-wise, for important key columns below. i)KPI description ii)Measure of accomplishment iii)UOM iv)% weightage v) Target vi) Actual vii) Remarks	TM02	All, similar	Project head

<p>Identifying important KPI for the “Designing of Architecture” function such as below, but not limited to following based on activity TM02 above:</p> <ul style="list-style-type: none"> ● No of projects designed ● Timeliness of design activities ● Meeting statutory compliances ● Comprehensiveness & accuracy of design ● Quality of design ● Technical support to various project teams & contractors ● Cost reduction <p>And so on</p> <p>A template is proposed in annex 43(A) for this function.</p>	<p>TM03</p>	<p>Exclusive- Designing of Architecture of buildings function</p>	<p>HOD* - Designing of Architecture of buildings function (with inputs from Project head)</p>
<p>Identifying important KPI for the “Interior Designing” function such as below, but not limited to following based on activity TM02 above:</p> <ul style="list-style-type: none"> ● No of projects designed ● Timeliness of design activities ● Meeting statutory compliances ● Comprehensiveness & accuracy of design ● Quality of design ● Technical support to various project teams & contractors ● Cost reduction <p>And so on</p>	<p>TM04</p>	<p>Exclusive- Designing of Interiors of the buildings function</p>	<p>HOD* - Designing of Interiors of the buildings function (with inputs from Project Head)</p>

<p>A template is proposed at annex 43(B) for this function.</p>			
<p>Identifying important KPI for the “Designing of MEP services” function such as below, but not limited to following based on activity TM02 above:</p> <ul style="list-style-type: none"> ● No of projects designed ● Timeliness of design activities ● Meeting statutory compliances ● Comprehensiveness & accuracy of design ● Quality of design ● Technical support to various project teams & contractors ● Cost reduction <p>And so on A template is proposed at annex 43(C) for this function.</p>	TM05	Exclusive-- Designing of MEP services function	HOD* - Designing of MEP services function (with inputs from Project head)
<p>Proposing KPI Targets & Measures of accomplishment for “Designing of Architecture” by involving HOD vis a vis activity at sr no TM03</p>	TM06	All, similar	Project head
<p>Proposing KPI Targets & Measures of accomplishment for “Designing of Interiors” by involving HOD vis a vis activity at sr no TM04</p>	TM07	All, similar	Project head
<p>Proposing KPI Targets & Measures of accomplishment for “Designing of MEP” by involving HOD vis a vis activity at sr no TM05</p>	TM08	All, similar	Project head
<p>Reviewing, modifying & approving the respective functional KPI vis a vis those proposed in activity TM06, TM07, TM08</p>	TM09	All, similar	CEO/MD

<p>Putting up measurement system in place, including generating reports from system/ ERP for capturing actuals</p>	TM10	All, similar	Each HOD of the respective function
<p>Converting “Designing of Architecture” functional KPI into KRA-Key result areas of functional team members such as KRA for:</p> <ul style="list-style-type: none"> ● Higher level- Directors-Dir, General managers-GM & so on as applicable ● Middle level- Senior Manager-Sr. Mgr., Manager, & so on as applicable ● Lower level-, Assist. manager/Junior Mgr., staff & workmen so on as applicable 	TM11	Exclusive-Designing of Architecture of the buildings function	HOD* - Designing of Architecture of buildings function (with inputs from Project head)
<p>Converting “Designing of Interiors of buildings” functional KPI into KRA-Key result areas of functional team members such as KRA for:</p> <ul style="list-style-type: none"> ● Higher level- Directors-Dir, General managers-GM & so on as applicable ● Middle level- Senior Manager-Sr. Mgr., Manager, & so on as applicable <p>Lower level-, Assist. manager/Junior Mgr., staff & workmen so on as applicable</p>	TM12	exclusive-Designing of Interiors of the buildings function	HOD* - Designing of Interiors of the buildings function (with inputs from Project Head)
<p>Converting “Designing of MEP services” functional KPI into KRA-Key result areas of functional team members such as KRA for:</p> <ul style="list-style-type: none"> ● Higher level- Directors-Dir, General managers-GM & so on as applicable ● Middle level- Senior Manager-Sr. Mgr., Manager, & so on as applicable 	TM13	exclusive-Designing of MEP services function	HOD* - Designing of MEP services function (with inputs from Project head)

Lower level- , Assist. manager/Junior Mgr., staff & workmen so on as applicable			
Monthly capturing of actual accomplishment of KRA by respective teams in templates at Annex 43(A), 43(B), 43(C),	TM14	All, similar	Each HOD
Periodic review of Actual accomplishment of KPI vs Target for each function and initiating course correction/providing resources for the accomplishment of KPI	TM15	All, similar	Project head
In exceptional cases, reviewing, updating KPI and resubmitting KPI to CEO/MD in consultation with HOD (in case of changes in corporate Targets triggered by competition or economy or customer demand or statutory considerations)	TM16	All, similar	Project head
Compiling Level wise Actual vs Target of KRA and forwarding updated reports to the HR team for subsequent annual performance appraisal system at each level	TM17	All, similar	Each HOD
Additional activities proposed @1per function for meeting future activity requirements of any function for “Developing KPI.”	TM19, TM20, TM21	@1/function	

The remaining activity codes are reserved for other functions.