

Human Capital Management SAP Implementation at IESCO

Training Document Personnel Development

Content

Personnel Development.....	4
1 Purpose.....	4
1.1 Process Steps.....	4
1.1.1 Create Qualification group in qualification Catalog.	4
1.1.2 Create Qualifications	9
1.1.3 Display person's Qualification sub profile	16
1.1.4 Maintain person's Qualification sub profile.....	19
1.1.5 Maintain Position/Job Requirement Profile	26
1.1.6 Profile Match Up	32
1.1.7 Career Planning.....	37
1.1.8 Succession Planning	43
1.1.9 Edit Development Plan.....	49

Personnel Development

1 Purpose

The Personnel Development component helps to maximize employees' utility to company and facilitate measures to promote employees' professional development. Personnel development also sets out to ensure that all of the employees in all of the functional areas in the company are always qualified to the standards required. For example: evaluate headcount, current division of tasks, reporting structures in enterprise according to department.

Document

This document defines how to create Qualification catalog, Employee Profiles and profile Match Up.

Prerequisites

The user identify the need for Personnel Development creation.

1.1 Process Steps

In this document, How to create, Maintain and display employee Profiles and qualification Catalog.

1.1.1 Create Qualification group in qualification Catalog.

Use

Following steps are followed during Personnel Development Process.

Procedure

This section aims at providing steps for creating Qualification Catalog. The qualifications catalog contains Qualification Groups & Qualifications. Qualification groups are used to structure the Qualification catalog. Qualification groups can contain both qualifications and further qualification groups. Assign each qualification group a proficiency scale. This proficiency scale is then automatically assigned to the qualifications in this group.

1. Open "Qualification" App. from Fiori Launchpad.



Field name	Description	User action and values	Comments
Catalog			Enter The Qualification as per Requirement
Master	Qualification Master		Enter Master Qualification
Create	To Create Qualification		Click on Create Button

The screenshot shows a software interface with a top navigation bar. On the left, a 'Catalog' menu is highlighted with a blue border. To its right, a date range '01.01.1900 - 31.12.9999' and a plan identifier '01 Current plan' are displayed. Below the 'Catalog' menu, a list of qualification groups is shown, each with a small icon and a checkbox:

- ☐ Audit Assistant
- ☐ Behavioural Competencies
- ☐ Language Skills
- ☐ Matric
- ☐ Qualification for IESCO

2. Place the Cursor on Catalog, click on Create Icon to add new Qualification group to the catalog. Following "Create Qualification group" screen appears:

Field name	Description	User action and values	Comments
Abbreviation	Master		Enter the Key Word
Description	Degree Master		Description as per Requirement
Scale	IESCO		Enter the Scale

 Catalog: Change Qualification(s)

Choose **Create** Delete Reassign Move Entry Up Move Entry Down Where-Used List Expand All Collapse All

Catalog 01.01.1900 - 31.12.9999 01 Current

- ☐ Audit Assistant
- ☐ Behavioural Competencies
- ☐ Language Skills
- ☐ Matric
- ☐ Qualification for IESCO

Create Qualification group

Qualification group Proficiencies

Masters

Valid from: 01.01.1900 to: 31.12.9999

Description

Master

* Scale: IESCO Scale

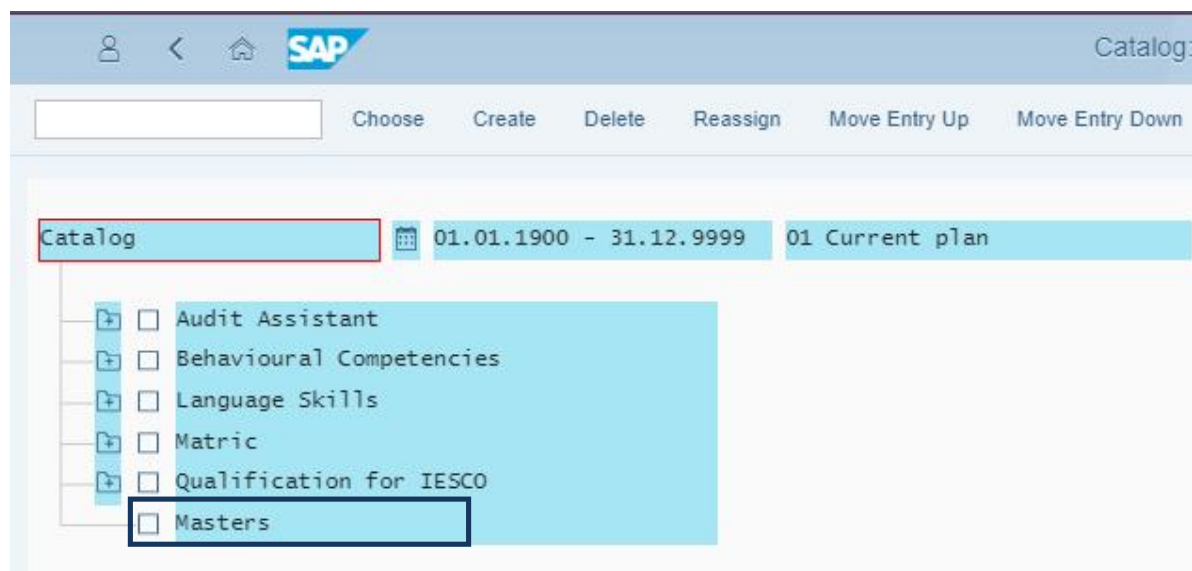
✓ ⏏ 📄 ✕

3. Enter the Abbreviation (Abbr.) and Name for the Qualification Group (QK), Valid from - to dates.
4. Enter the Description about the Qualification Group as free text.

5. Select the Scale for measuring Qualification group from the LOVs. To view the values in the selected scale - click on Proficiencies tab.

Field name	Description	User action and values	Comments
Proficiencies		Select the Relevant Proficiency	Enter the Proficiencies

6. Click on Save Icon and then click on transfer icon. New Qualification group gets added to the catalog tree and following screen appears:



Result:

- Qualification Group created.

Note:

- Use Fiori App for "Qualification Catalog".

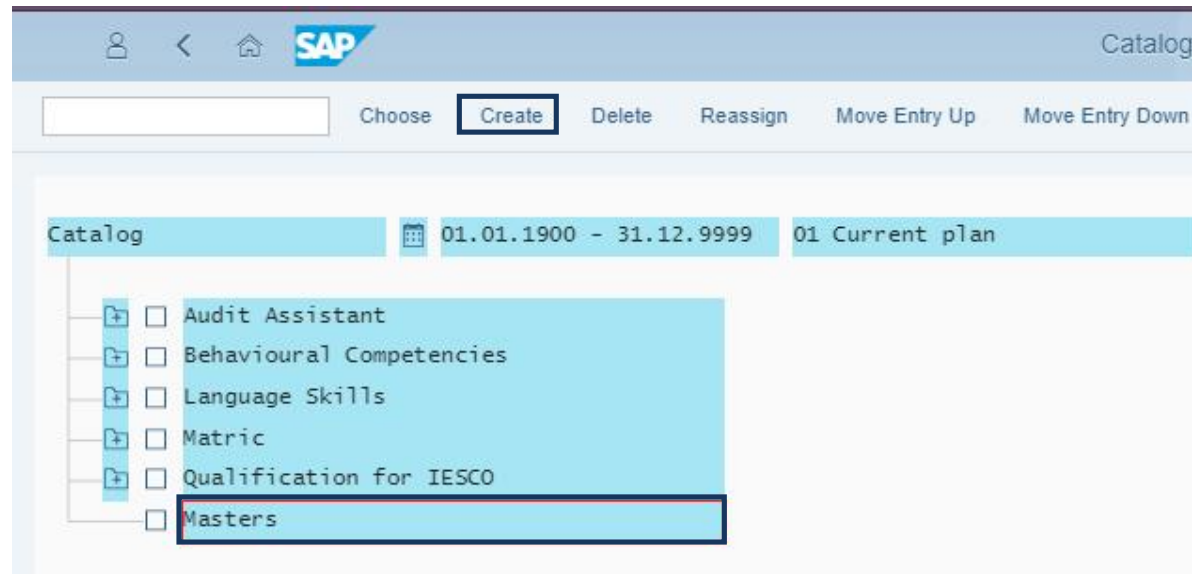
1.1.2 Create Qualifications

This section describes how to create/add Qualification (Q) under Qualification Group (QK).

Procedure

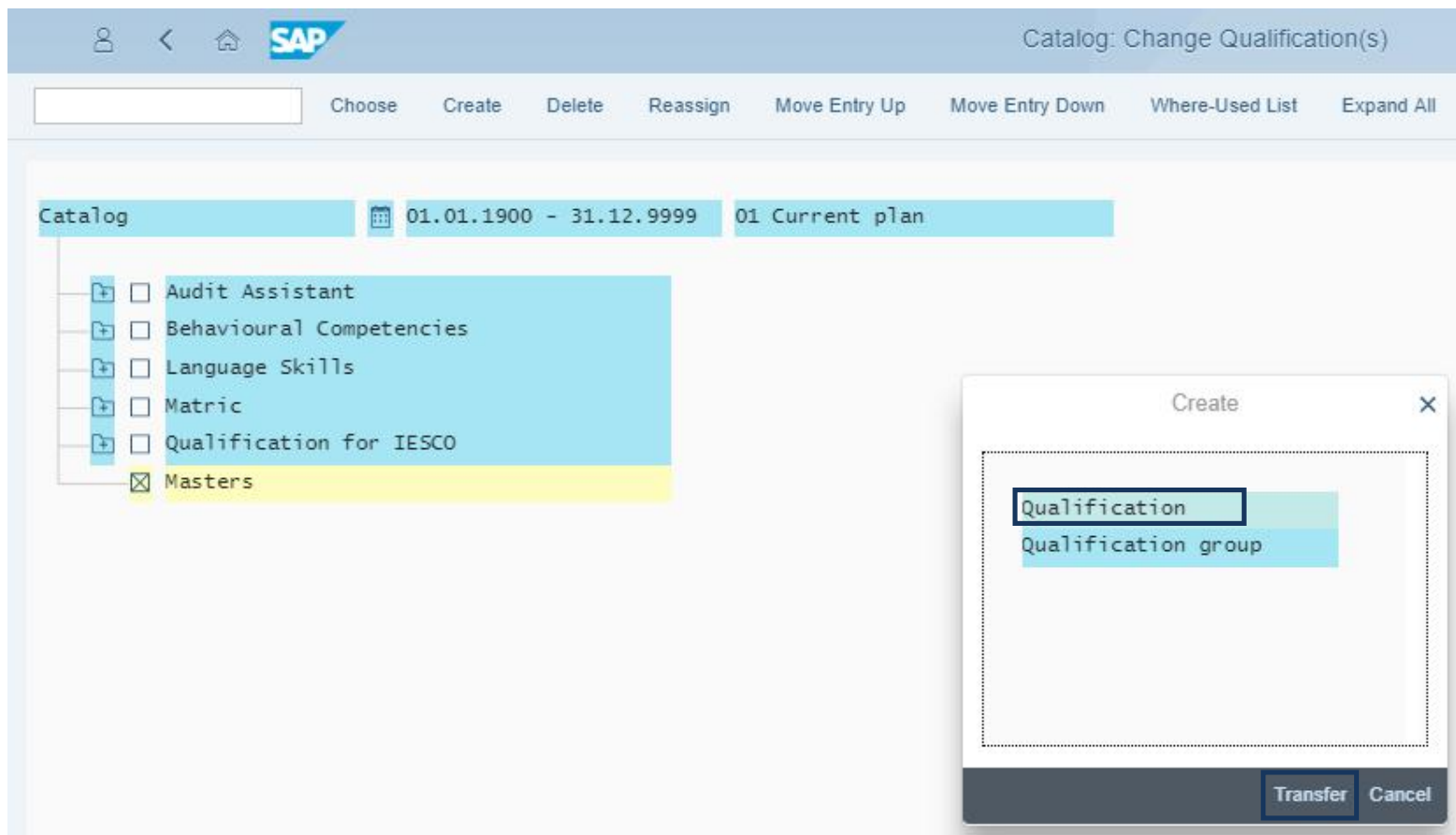
1. Open "Qualification" App. from Fiori Launchpad.





Field name	Description	User action and values	Comments
Master		Click the Master Icon	Enter the Master Qualification Icon
Press Create Button		Click Create Button	

- Place the Cursor on Qualification Group (QK) under which Qualification is to be created, click on Create Icon to add new Qualification to the Qualification Group. Following "Create" dialog box appears:



3. Place the cursor on Qualification and click on Transfer icon. Following Create Qualification screen appears:

Create Qualification

Qualification

Proficiencies

> ...

Valid from: 01.01.1900
to: 31.12.9999

Description

Qualification group Behavioural Competencies

Scale: Points Scale (1-3)

✓

📄

🗑

✗

4. Enter the Abbreviation (Abbr.) and Name for the Qualification (Q), Valid from - to dates.
5. Enter the Description about the Qualification as free text.
6. Qualification Scale will automatically be inherited from the Qualification Group under which Qualification is created/ inserted.
7. To view the values/ proficiencies of the scale - click on Proficiencies tab.

SAP Catalog: Change Qualification(s)

Choose Create Delete Reassign Move Entry Up Move Entry Down Where-Used List Expand All Collapse All

Catalog 01.01.1900 - 31.12.9999 01 Current

- ☐ Audit Assistant
- ☐ Behavioural Competencies
- ☐ Language Skills
- ☐ Matric
- ☐ Qualification for IESCO
- ☒ **Masters**

Create Qualification

Qualification Proficiencies Addit. Data

Valid from: to:

Description

Qualification group

Scale:

Field name	Description	User action and values	Comments
Qualification	Change Management	Click the Master Icon	
Valid From		01.01.1990	
Valid To		31.12.9999	

8. To Assign Validity or Depreciation meter value to the qualification click on Additional Data tab page the following screen appears:
9. Select either Validity or Depreciation Meter from the dropdown. Enter the number of Years and Months for which qualification is Valid or should Depreciate.
10. The Validity allows to show that certain qualifications (such as licenses) expire, and have to be renewed at regular intervals. The Depreciation meter allows to simulate situations where qualifications are forgotten if they are not used regularly.
11. Click on Save Icon and then click on Transfer icon. New Qualification gets added to the Qualification Group (QK) and following screen appears:

Catalog: C

Choose Create Delete Reassign Move Entry Up Move Entry Down

Catalog 01.01.1900 - 31.12.9999 01 Current plan

- ☐ Audit Assistant
- ☐ Behavioural Competencies
- ☐ Language Skills
- ☐ Masters
- ☐ Matric
- ☐ Change Mangement
- ☐ Qualification for IESCO

Save Cancel

Result:

- Qualification created.

Note:

- Use Fiori App for "Qualification Catalog".

1.1.3 Display person's Qualification sub profile

This section describes how to display the qualification subprofile of a person.

Procedure

1. Open "Qualification" App. from Fiori Launchpad.



← → ★ ★ ☆ ⌵ ⌶

← →

📅 18.04.2018

Find by

> 👤 User

< 👤 Applicant

🔍 Search Term

Hit list

📅 🔍 📄 📄 ⌵ ⌶ 🖨 📄 📄

Name	Code	ID
Nafees Ahmed	Ahmed	AP 00000
Syed Mohammad Abbas Naqvi	Abbas Naqvi	AP 00000
Ayaz Khan	Khan	AP 00000
KASHIF KHAN	Khan	AP 00000
MALIK Babar	Babar	AP 00000
Mustaq ZAIN	ZAIN	AP 00000
MUHAMMAD Ahmed	Ahmed	AP 00000
WASIF ALI ZAIN	ZAIN	AP 00000
WASIF ALI Khan	Khan	AP 00000
MUHAMMAD Babar	Babar	AP 00000
WASIF ALI Babar	Babar	AP 00000
WASIF ALI Babar	Babar	AP 00000
MUHAMMAD ZAIN	ZAIN	AP 00000

Field name	Description	User action and values	Comments
Personnel Number	Kamal Ahmed	60	Enter the Personnel Number to add the Qualification of an Employee

2. Use Structure Search or Select Search Term. If Search Term is used then Enter relevant Person/Staff no. and click Find.
3. Double Click on the name of Employee visible in the Hit List and following screen will appear.

Field name	Description	User action and values	Comments
Personnel Number	Kamal Ahmed	60	Enter the Personnel Number

Qualification Group	Audit Assistant	B.Com With Auditing & Advance Accounting	Add the Qualification which is Already Created
Qualification Group	Behavioural Competencies	Change Management	Add the Qualification which is Already Created

4. Click on Qualification Tab to view Employee's Qualification Profile.
5. To view Person's Profile on a Key Date (Past or future) click on Date Icon on Top-Right corner. Following Key Date dialog box will appear:

Result:

- Qualification of person Displayed.

Note:

- Use Fiori App for "Qualification Catalog".

1.1.4 Maintainperson's Qualification sub profile

Use

This section describes how to maintain the qualification subprofile of a person.

Procedure



1. Open “Change” App. from Fiori Launchpad.

2. Following Screen displayed.

Career Planning Current Position Print More ▾

← → ★ ☆ ▾ ▴ ← →

18.04.2018

Find by

> Applicant

▾ Position

Q Search term

Hit list

Icon Existence Name

Icon	Existence	CHIEF EXECUTIVE OFFICER
Icon	Existence	Director General HR & ADMIN
Icon	Existence	Deputy Manager MIS
Icon	Existence	Deputy Manger Recruitment
Icon	Existence	Deputy Manager Admin
Icon	Existence	Assistatn Manager Admin
Icon	Existence	Assistant Manager Payroll
Icon	Existence	Deputy Manager account
Icon	Existence	Deputy Manager MIS

- Use Structure Search or Select Search Term. If Search Term is used then enter relevant Person/Staff no. and click Find.



A screenshot of a 'Find Person' dialog box. The dialog has a title bar with 'Find Person' and a close button (X). Inside, there are four input fields: 'With name:' containing 'ISO', 'Assigned:' with a dropdown arrow, 'to:' with a dropdown arrow, and 'Object:' which is empty. At the bottom right, there are three buttons: 'Find', 'Add', and 'Cancel'. The 'Find' button is highlighted with a blue border.

4. Double Click on the name of Employee visible in the Hit List and following screen will appear.

Field name	Description	User action and values	Comments
Personnel Number	Kamal Ahmed	60	Enter the Personnel Number
Qualification Group	Audit Assistant	B.Com With Auditing & Advance Accounting	Add the Qualification Group which is Already Created
Qualification Group	Behavioural Competencies	Change Management	Add the Qualification Group which is Already Created

- PAGE 23 OF 62

Qualification (1)

Search Term Structure Search Abbreviation and Name Search Term with Restrictions			
★ 🔍 📋 🔍 🔍			
Object abbr.	Object name	Start	End Date
B.Com With A	B.Com With Auditing & Advance Accounting	01.01.1900	31.12.9999
Balochi	Balochi	01.01.1900	31.12.9999
BBA Finance	BBA Finance (Atleast 50% Marks)	01.01.1900	31.12.9999
Change Manag	Change Management	01.01.1900	31.12.9999
Change Mange	Change Mangement	01.01.1900	31.12.9999
DY MAnager H	DY MAnager HR	01.01.1900	31.12.9999
English	English	01.01.1900	31.12.9999
EXCEL	EXCEL	01.01.1900	31.12.9999
FI	FI	01.01.1900	31.12.9999
French	French	01.01.1900	31.12.9999
Gujrati	Gujrati	01.01.1900	31.12.9999
HR	HR	01.01.1900	31.12.9999
Junior ABAP	Junior ABAP	01.01.1900	31.12.9999
MM	MM	01.01.1900	31.12.9999
MS EXCEL	MS EXCEL	01.01.1900	31.12.9999
Pashto	Pashto	01.01.1900	31.12.9999
PC operating	PC operating System	01.01.1900	31.12.9999
Power Point	Power Point	01.01.1900	31.12.9999
PP	PP	01.01.1900	31.12.9999
Saraiki	Saraiki	01.01.1900	31.12.9999

7. Qualification is assigned to employee.

Result:

- Note:**

- Use Fiori App for “profile”.

1.1.5 Maintain Position/Job Requirement Profile

Use

This section describes how to Maintain the position/job requirement profile.

Procedure

1. Open "Change" App. from Fiori Launchpad.



2. The following Screen appears.

Field name	Description	User action and values	Comments
Position Number	DY Manager MIS	20000003	Enter the Position for adding the Qualification
Qualification Group	Audit Assistant	B.Com With Auditing & Advance Accounting	Add the Relevant Qualification
Qualification Group	Behavioural Competencies	Change Management	Add the Relevant Qualification

- PAGE 27 OF 62

4. Double Click on the name of Position visible in the Hit List and following screen will appear.

IESCO_SAP_ERP_HCM_TD_Personnel Development_Fiori v1.2

5. To add new Qualification to the Requirement profile, click on Create Icon available on bottom of the screen.
6. Choose Qualification" dialog box opens, select the Qualification/Qualifications from the Catalog that is to be added in the Position's Requirement subprofile.

Qualification (1)

Search Term				Structure Search	Abbreviation and Name	Search Term with Restrictions
     						
Object abbr.	Object name	Start	End Date			
B.Com With A	B.Com With Auditing & Advance Accounting	01.01.1900	31.12.9999			
Balochi	Balochi	01.01.1900	31.12.9999			
BBA Finance	BBA Finance (Atleast 50% Marks)	01.01.1900	31.12.9999			
Change Manag	Change Management	01.01.1900	31.12.9999			
Change Mange	Change Mangement	01.01.1900	31.12.9999			
DY MAnager H	DY MAnager HR	01.01.1900	31.12.9999			
English	English	01.01.1900	31.12.9999			
EXCEL	EXCEL	01.01.1900	31.12.9999			
FI	FI	01.01.1900	31.12.9999			
French	French	01.01.1900	31.12.9999			
Gujrati	Gujrati	01.01.1900	31.12.9999			
HR	HR	01.01.1900	31.12.9999			
Junior ABAP	Junior ABAP	01.01.1900	31.12.9999			
MM	MM	01.01.1900	31.12.9999			
MS EXCEL	MS EXCEL	01.01.1900	31.12.9999			
Pashto	Pashto	01.01.1900	31.12.9999			
PC operating	PC operating System	01.01.1900	31.12.9999			
Power Point	Power Point	01.01.1900	31.12.9999			
PP	PP	01.01.1900	31.12.9999			
Saraiki	Saraiki	01.01.1900	31.12.9999			

23 Entries found

Scale: IESCO Scale X

Proficiency

Unsatisfactory

Poor

Adequate

Satisfactory

Good

Very Good

Atleast 50% Marks

Atleast 60% Marks

2nd Division With 3 Year of Experience

Ex-Serviceman With 15 Years Service

2 years Diploma/ Certificate

Typing Speed 40wpm

1 Year Certificate in Surveying Institut

Atleast "C" Grade

Transfer
Description
Cancel

7. Assign the Proficiency from the LOVs or use F4 help.
8. Enter Start date and End date for the added Qualification.
9. Tick the "Ess" = Essential Qualification check box, if this Qualification is essential or must requirement for the selected Position.
10. Click on "Save" button.



11. Click on "Note Icon" to add any remarks or note. Enter the remark in the Text box and Click on Save button & Note Icon changed to.
12. Double click on Note Icon to view any remarks maintained against Position's Qualification Requirement.

Result:

- Job Requirement profile is created.

Note:

- Use Fiori App for "Change Profile".

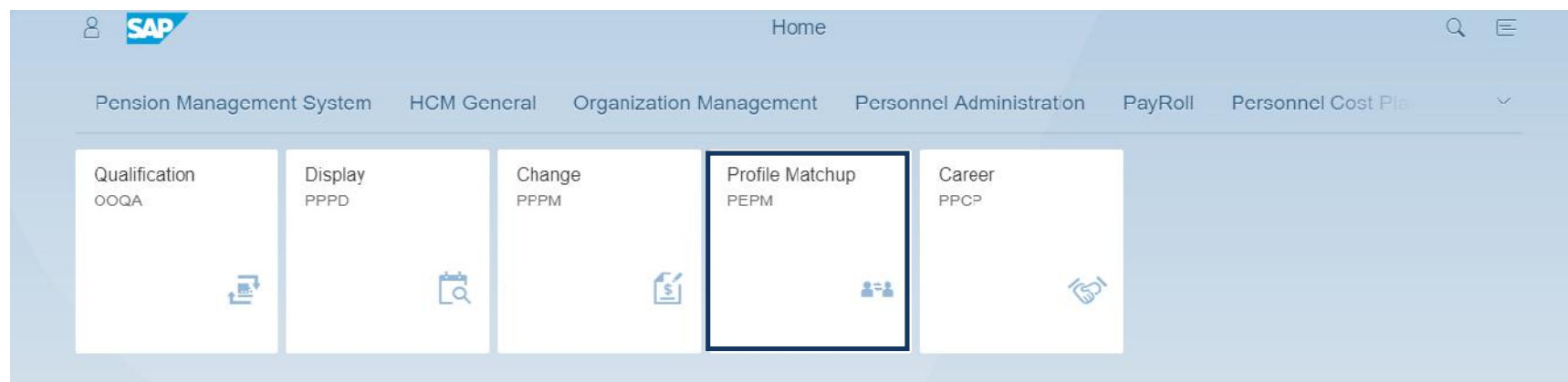
1.1.6 Profile Match Up

Use

This section describes how to perform a profile Match up. Match a person's profile with a position to analyze that the person is suitable for position or not.

Procedure

1. Open "Profile Matchup" App. from Fiori Launchpad.



2. Profile Match up Screen is Appear.

3. To match position with a person select person and position and enter personnel number and position ID in the box.

Display Profile Matchup

Execute
More ▾

Profile Matchup

Person ▾

Qualifications profile of

☐ Type	Name	Object ID
☐ Person	Kamal Ahmed	00000060
☐		
☐		
☐		
☐		
☐		
☐		
☐		
☐		
☐		

Position ▾

Requirements profile of

☐ Type	Name	Object ID
☐ Position	Deputy Manager MIS	20000003
☐		
☐		
☐		
☐		
☐		
☐		
☐		
☐		
☐		

4. Click Execute.

Display Profile Matchup									
Search Filter Sort Expand Collapse Download Print Find More List									
Position Manager1 Key Date 18.04.2018									
ObjTypeTxt	Object name	Last Name	Q.group	Qualification	Essential Req	Required	Existing	Difference	
Person	Ayaz Khan	Khan	Audit Assistant	B.Com With Auditing & Advance Accounting	☐	Without Rating	does not exist	0	
Person	Ayaz Khan	Khan	Audit Assistant	B.Com With Auditing & Advance Accounting	☐	Without Rating	Without Rating	0	
Person	Ayaz Khan	Khan	Audit Assistant	BBA Finance (Atleast 50% Marks)	☐	Without Rating	does not exist	0	
Person	Ayaz Khan	Khan	Audit Assistant	BBA Finance (Atleast 50% Marks)	☐	Without Rating	does not exist	0	
Person	Ayaz Khan	Khan	Computer skill	MS EXCEL	☐	Good	does not exist	5-	
Person	Ayaz Khan	Khan	Computer skill	MS EXCEL	☐	Good	does not exist	5-	

- Click on List button to view person along with position requirements.

Display Profile Matchup

Editing Options
Display Scale
List
Print
Find
Find Next
More ▾

Key Date 18.04.2018
Display Profile Matchup
Plan Version 01

Position	Manager1	Person	Ayaz Khan
Audit Assistant		IESCO Scale	
B.Com With Auditing & Advance		Without Rating	
		Without Rating	
BBA Finance (Atleast 50% Mark		Without Rating	
		does not exist	
Computer skill		IESCO Scale	
MS EXCEL		Good	
		does not exist	
Further Qualifications of		Ayaz Khan	
Behavioural Competencies		Points Scale (1-3)	
Change Management		Without Rating	
		18.04.2018 - Unlimited	

Result:

- Profile matchup performed.

Note:

- Use Fiori App for "Profile Matchup".

1.1.7 Career Planning

Use

This section describes how to perform a career planning for a person. This function enables preparation of an employee's career planning scenarios.

Procedure

1. Open "Career Planning" App. from Fiori Launchpad.



2. Career planning Screen is Appear.

Execute Select All More ▾

Career Planning for

Person ▾ 01012637 Ahsan Iqbal

Planning Criteria

- ☒ Include qualifications
- ☒ Include preferences
- ☒ Include potentials
- ☒ Include designations
- ☒ Respect Dislikes
- ☒ Include career

Additional career:

Reporting period

* Key date: 12.08.2018

3. Enter person number or Select Search Term. Click on Select All button to select all planning criteria.
4. Click on Execute button.
5. Career Planning Screen is Appear.

Career Planning

Ranking List
Profile
Expand Subtree
Collapse Subtree
Color Legend
Print
Find
Find Next
More ▾

HeaderData

Personnel No.	01012637	Name	Ahsan Iqbal
EE group	C IESCO Contract	Pers.area	1000 IESCO HO /CEO
EE subgroup	15 BPS 15		

Career plan

Key date: 12.08.2018

11 Targets found

- has qualifications for
- Has potential for
- is designated for
- has expressed a preferenc
- Careers

- Set focus on Career Plan and Click on Expand Subtree.
- Career planning screen with all data is Appear.

Career Planning

Ranking List

Profile

Expand Subtree

Collapse Subtree

Color Legend

Print

Find

Find Next

More ▾

HeaderData

Personnel No.	01012637	Name	Ahsan Iqbal
EE group	C	IESCO Contract	Pers.area 1000 IESCO HO /CEO
EE subgroup	15	BPS	15

	S	33000082	AM Officer	vacant fr. 01.07.2017 to 31.12.9999
	S	33000055	Assistant Manager Admin	
	S	33000078	Audit Assistant	vacant fr. 01.07.2017 to 31.12.9999
	S	33000001	CHEIF AUITOR	
	S	33000079	Commercial Assistant	vacant fr. 01.07.2017 to 31.12.9999
	S	33008400	Data Entry Operator	
	S	33008403	Junior Engineer A	vacant fr. 01.07.2021 to 31.12.9999
	S	33000014	Lab Assistant	
	S	33000053	Sec To HR	
	S	33004873	Steno-I	vacant fr. 05.07.2018 to 31.12.9999
	S	33000080	Technician (Telecommunication)	vacant fr. 01.07.2017 to 31.12.9999

- ☐ Has potential for
- ☒ is designated for
- ☐ has expressed a preferenc
- ☐ Careers

8. Click on Ranking List button.
9. Ranking List screen with all data is Appear.

SAP Career Planning

Profile Color Legend Services for Object Print Find More

Ranking List

Succession plan
Key date: 12.08.2018
Person: P 01012637Ahsan Iqbal
ShortTxt: Iqbal
Valid from: 01.07.2018-31.12.9999

From ...	Ob	ID rel.obj	Object name	has qualifications for	Has potential for	is designated for	has expressed a preference for	Careers
100.00	S	33008403	Junior Engineer A	☒	☐	☐	☐	☐
50.00	S	33000055	Assistant Manager Admin	☒	☐	☐	☐	☐
50.00	S	33000053	Sec To HR	☒	☐	☐	☐	☐
50.00	S	33004873	Steno-I	☒	☐	☐	☐	☐
☐ 45.19	S	33000082	AM Officer	☒	☐	☐	☐	☐
45.00	S	33000001	CHEIF AUITOR	☒	☐	☐	☐	☐
37.86	S	33000014	Lab Assistant	☒	☐	☐	☐	☐
33.33	S	33000079	Commercial Assistant	☒	☐	☐	☐	☐
29.80	S	33000078	Audit Assistant	☒	☐	☐	☐	☐
25.00	S	33008400	Data Entry Operator	☒	☐	☐	☐	☐
25.00	S	33000080	Technician (Telecommunication)	☒	☐	☐	☐	☐

10. The Ranking List is sorted by Suitability Percentage.
11. Select any Position for which a person is planning to be transferred or promoted in the Ranking List.
12. Click on Profile button and Profile screen with all data is Appear.

Position: Display Profile (12.08.2018 - 12.08.2018)

[Succession Planning](#) [Current Holder](#) [Services for Object](#) ▾ [Print](#) [More](#) ▾

Position:

Start: -

Org. unit:

Requirements

☐	Qualification group	T...	ObjectID	Name	St...	ID	Proficiency	Ess	Start	End Date	Note
☐	IESCO Qualifications	Q	50000173	<u>B.COM</u>		9	2nd Division With 3 ...	☐	01.07.20...	12.08.20...	
☐	IESCO Qualifications	Q	50000175	<u>Current PC Operating System</u>		5	Good	☐	01.07.20...	12.08.20...	
☐	IESCO Qualifications	Q	50000196	<u>MircoSoft Office</u>		6	Very Good	☐	01.07.20...	12.08.20...	
☐											
☐											
☐											

Result:

- Career Planning performed.

Note:

- Use Fiori App for "Career Planning".

1.1.8 Succession Planning

Use

This section describes how to perform a succession planning for a position. This function enables preparation of successors for a position in succession planning scenarios.

Procedure

1. Open “Succession Planning” App. from Fiori Launchpad.



2. Succession planning Screen is Appear.

Succession Planning

Execute Planning Perform Simulation Select All More ▾

Succession Planning for

Position ▾ p3000082 AM Officer

Planning Criteria

- ☒ Include qualifications
- ☒ Include preferences
- ☒ Include potentials
- ☒ Include designations
- ☒ Respect Dislikes
- ☒ Include career

Additional career:

Reporting Period

* Key date: 12.08.2018

3. Enter positionID or Select Search Term. Click on Select All button to select all planning criteria.
4. Click on Execute button.
5. Succession Planning Screen is Appear.

The screenshot displays the SAP Succession Planning interface. At the top, there is a navigation bar with icons for user, back, home, and SAP logo. The title 'Succession Planning' is on the right. Below this is a menu bar with options: Ranking List, Profile, Detail Selection, **Expand Subtree** (highlighted with a red box), Collapse Subtree, Color Legend, Print, Find, Find Next, and More. The main content area shows a 'HeaderData' section with the following information:

Position	S	33000082	AM Officer
Valid from	01.07.2017 - 31.12.9999		
Holder			
Organizational Unit	O	32000033	CSO ISLAMABAD-II

Below the header data, there is a section titled 'Succession plan' (highlighted with a red box). To its right, it says 'Key date: 12.08.2018' and '13 Candidates found'. A list of succession plans is shown below, each with an icon and a description:

- is a qualification of
- Is a potential of
- is a designation of
- is a preference of
- Careers

6. Set focus on Succession Plan and Click on Expand Subtree.
7. Succession planning screen with all data is Appear.

Succession Planning

Ranking List

Profile

Detail Selection

Expand Subtree

Collapse Subtree

Color Legend

Print

Find

Find Next

More ▾

HeaderData

Position	S	33000082	AM Officer
Valid from		01.07.2017 - 31.12.9999	
Holder			
Organizational Unit	O	32000033	CSO ISLAMABAD-II

P	01002781	IBRAR HUSSAIN
AP	00000019	Israr Gul
P	01000015	MUHAMMAD ARIF
P	01000003	MUHAMMAD ISHAQUE KHOKHAR
P	01003086	MUHAMMAD KAMRAN
P	01012639	Muhammad Khan
P	01000001	NAZIR .
AP	00000010	Qasim Mukhtar
P	01002059	SHAFQAT AQEEL
AP	00000011	Usman Tariq

- Is a potential of
- is a designation of
- is a preference of
- Careers

8. Click on Ranking List button.
9. Ranking List screen with all data is Appear.

Succession Planning									
Profile Detail Selection Print Find More									
Ranking List Succession plan Key date: 12.08.2018 Position S 33000082AM Officer Valid from 01.07.2017-31.12.9999 Holder Organizational Unit O 32000033CSO ISLAMABAD-II									
	To /%	Ob	ID rel.obj	Person/applicant, etc.	has qualifications for	Has potential for	is designated for	has expressed a preference for	Careers
☐	76.67	P	01000001	NAZIR .	☒	☐	☐	☐	☐
☐	72.96	P	01000015	MUHAMMAD ARIF	☒	☐	☐	☐	☐
☒	45.19	P	01012637	Ahsan Iqbal	☒	☐	☐	☐	☐
☐	29.63	P	01002059	SHAFQAT AQEEL	☒	☐	☐	☐	☐
☐	27.78	AP	00000019	Israr Gul	☒	☐	☐	☐	☐
☐	25.93	P	01012639	Muhammad Khan	☒	☐	☐	☐	☐
☐	24.07	AP	00000010	Qasim Mukhtar	☒	☐	☐	☐	☐
☐	22.22	P	01002586	Abbu Bakr Muhammad	☒	☐	☐	☐	☐
☐	22.22	P	01000002	AHMED .	☒	☐	☐	☐	☐
☐	22.22	P	01003086	MUHAMMAD KAMRAN	☒	☐	☐	☐	☐
☐	22.22	AP	00000011	Usman Tariq	☒	☐	☐	☐	☐
☐	18.52	P	01000003	MUHAMMAD ISHAQUE KHOKHAR	☒	☐	☐	☐	☐
☐	0.00	P	01002781	IBRAR HUSSAIN	☒	☐	☐	☐	☐

10. The Ranking List is sorted by Suitability Percentage.
11. Select any Person for which a position is planning to be transferred or promoted in the Ranking List.
12. Click on Profile button and Profile screen with all data is Appear.

Person: Display Profile (12.08.2018 - 12.08.2018)

Career Planning Current Position Services for Object Print More

Personnel No: 1012637 Name: Ahsan Iqbal

EE group: C IESCO Contract Pers.area: 1000 IESCO HO /CEO

EE subgroup: 15 BPS 15

Qualifications Potentials Preferences Dislikes Appraisals Where Appraisee Appraisals Where Appraiser Individual development Development plan history

☐	Qualification group	T...	ObjectID	Name	ID	Proficiency	Start	End Date	Note	User Name	Changed on
☐	IESCO Qualifications	Q	50000195	Auditing & Advance Accounting	4	Satisfactory	17.07.20...	31.12.99...		HR-01	17.07.2018
☐	IESCO Qualifications	Q	50000173	B.COM	5	Good	17.07.20...	31.12.99...		HR-01	17.07.2018
☐	IESCO Qualifications	Q	50000194	B.SC Mathematics	14	Atleast "C" Grade	17.07.20...	31.12.99...		HR-01	17.07.2018
☐	IESCO Qualifications	Q	50000175	Current PC Operating System	6	Very Good	17.07.20...	31.12.99...		HR-01	17.07.2018
☐											
☐											
☐											
☐											
☐											

Result:

- Succession Planning performed.

Note:

- Use Fiori App for "Succession Planning".

1.1.9 Edit Development Plan

Use

This section describes how to Edit a Development Plan. This function enables preparation of development plans for a person in career planning scenarios.

Procedure

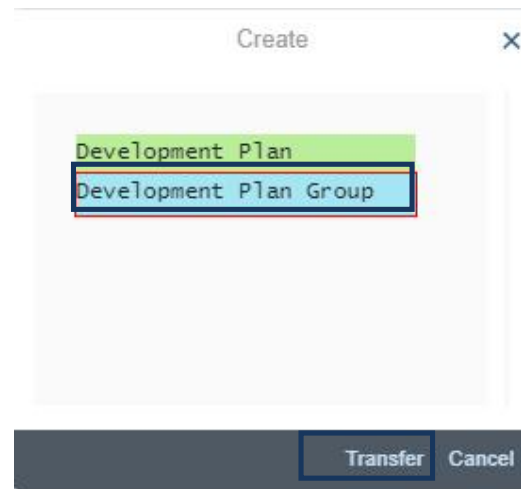
1. Open “Edit Development Plan Catalog” App. from Fiori Launchpad.



2. Development Plan Screen is Appear.

The screenshot shows the SAP Fiori app interface for 'Change Development Plan Catalog'. The top bar includes navigation icons, the SAP logo, and the app title. Below the top bar is a secondary bar with action buttons: 'Display <-> Change', 'Choose', 'Create' (highlighted with a red box), 'Delete', 'Display objects who have completed', 'Expand Subcatalog', 'Compress Subcatalog', and 'Position'. The main content area displays a tree view under the 'Catalog' header (highlighted with a red box). The tree shows two items: 'BL 50012878' with a checkbox and the description 'IESCO MS Excel Development Plan', and 'BL 50012880' with a checkbox and the description 'IESCO Development Plan'. Above the tree, there is a date field showing '01.07.2018' and a version field showing '01 Current plan'.

3. Place the Cursor on Catalog, click on Create Icon to add new Development Plan to the catalog. Following "Create Development Plan" screen appears:



4. Select "Development Plan Group" from the list and press "Transfer" button. Following screen appears.

Create Development Plan Group

Development Plan Group

... : 0

IESCO Engineers Development Plan

* Valid: 01.07.2018 to 31.12.9999

Description

Development plans for IESCO engineers.

Enter

Save

Cancel

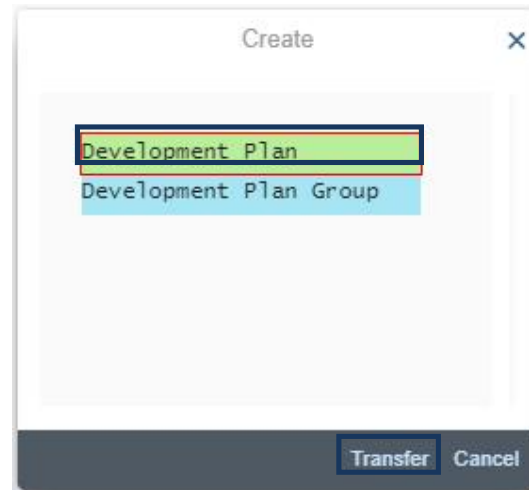
5. Enter the name and description of development plan group. Click on "Save" and then on "Enter" buttons.

Field name	Description	User action and values	Comments
Name	IESCO Engineers Development Plan		Enter the Key Word
Description	Development plans for IESCO engineers.		Description as per Requirement

The screenshot shows the SAP Fiori 'Change Development Plan Catalog' application. The top bar includes the SAP logo and the title 'Change Development Plan Catalog'. Below the title bar, there are several action buttons: 'Display <-> Change', 'Choose', 'Create' (highlighted with a blue box), 'Delete', 'Display objects who have completed', 'Expand Subcatalog', 'Compress Subcatalog', and 'Position'. The main content area displays a catalog with a date filter '01.07.2018' and a plan type filter '01 Current plan'. A list of three development plans is shown, each with a selection checkbox and a plus icon for expansion. The third item, 'IESCO Engineers Development Plan' with ID 'BL 50012885', is selected, and its row is highlighted with a blue box.

BL	ID	Description
BL 50012878		IESCO MS Excel Development Plan
BL 50012880		IESCO Development Plan
BL 50012885		IESCO Engineers Development Plan

6. Select created "Development Plan Group" from the list and press "Create" button. Following screen appears.



7. Select "Development Plan" from the list and press "Transfer" button. Following screen appears.

Create Development Plan

Development Plan

Qualifications

B 0

Electrical Diploma

* Valid: 01.07.2018 to 31.12.9999

Description

Diploma in Electrical

✓

🖨

🔄

✗

8. Enter the Name for the Development Plan, Valid from - to dates.
9. Enter the Description about the Development Plan as free text.

10. Select the "Qualification" tab for measuring entering a Qualification from the LOVs. To view the values in the selected scale - click on "Insert Qualification" (+) button on the bottom of the screen. Below given scree is appear.

Field name	Description	User action and values	Comments
Electrical Diploma	Diploma in electrical.	Select the Relevant Proficiency	Enter the development plan

Choose Qualification X

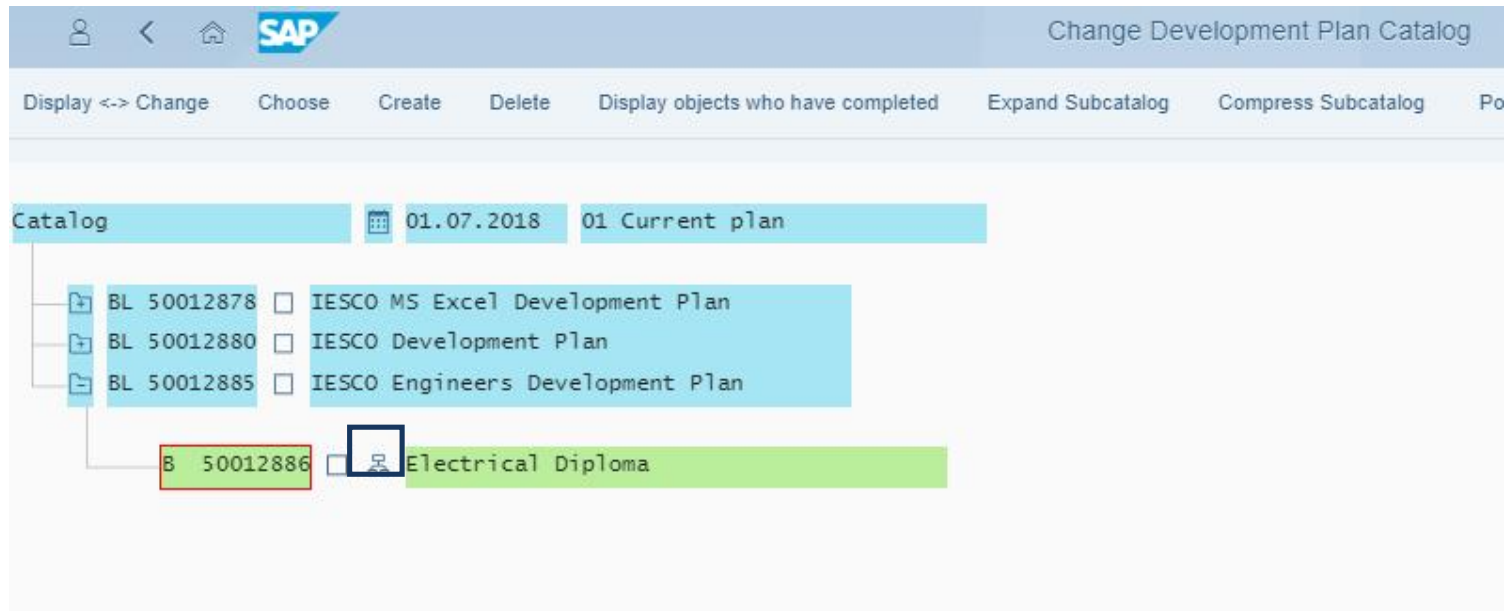
Name	ID	Code	Valid from	Valid to
Qualifications catalog (complete)				
Commercial Cadre	QK 50012471	Commercial	01.01.1900	Unlimited
Exam 1	QK 50012345	Exam 1	01.01.1900	Unlimited
HR & Admn	QK 50012731	HR&ADMN	01.01.1900	Unlimited
IESCO mtk	QK 50012450	IESCO mtk	01.01.1900	Unlimited
IESCO Officers Languages	QK 50012447	IESCO Office	01.01.1900	Unlimited
IESCO OFFICERS LANGUAGES	QK 50012449	IESCO OFFIC	01.01.2018	Unlimited
IESCO QUALIFICATION CATALOG	QK 50012497	IESCO_Q_C	01.01.1900	Unlimited
IESCO Qualifications	QK 50000171	IESCO Qualif	01.01.1900	Unlimited
☐ B.COM	Q 50000173	B.COM	01.01.1900	Unlimited
☐ Current PC Operating System	Q 50000175	Current PC O	01.07.2017	Unlimited
☐ B.A	Q 50000179	B.A	01.07.2017	Unlimited
☐ B.SC	Q 50000180	B.SC	01.07.2017	Unlimited
☐ Post Matric 3 years Diploma(Electronics	Q 50000182	Post Matric	01.07.2017	Unlimited
☐ EX-Servicemen	Q 50000185	EX-Servicem	01.01.1900	Unlimited
☐ Matric	Q 50000187	Matric	01.07.2017	Unlimited
☐ Diploma of Associate Engineer (DAE)	Q 50000188	Diploma of A	01.01.1900	Unlimited
☐ DAE (Mechanical)	Q 50000189	DAE (Mechar	01.07.2017	Unlimited
☐ BBA Finance	Q 50000192	BBA Finance	01.01.1900	Unlimited
☐ MicroSoft Office	Q 50000196	MicroSoft Of	01.01.1900	Unlimited
☒ Diploma in Electrical	Q 50000202	Diploma in E	01.01.1900	Unlimited
☐ Diploma in Electrical/Mechanical Engg.	Q 50000203	Diploma in E	01.01.1900	Unlimited
☐ Higher Secondary Certificate Examinatic	Q 50000204	Higher Secor	01.01.1900	Unlimited

☒    

11. Select a qualification and then click on ok icon. New Qualification gets added to the development plan and following screen appears:

[illegible]

12. Select the added qualification and then click on save and ok buttons. Following screen appears:



13. By clicking on ok icon. Following screen appears:

Edit Development Plan Items (Valid as of 01.07.2018)

More ▾

Edit Development Plan Items (Valid as of 01.07.2018)

Mandatory item	Obj. type	Object ID	Name	Years	Months	Days	Note	Details
☐								

14. Press create button and enter the object type "D" for adding a "Business Event Type". Following screen appears:

SAP GUI for HTML

More ▾

Edit Development Plan Items (Valid as of 01.07.2018)

Mandatory item	Obj. type	Object ID	Name	Years	Months	Days	Note	Details
☐	D							

Business event type (1) ×

▾ Search Term Structure Search Abbreviation and Name Search Term with Restrictions Free search ...

Search Term

Find Cancel

15. Enter * in the search term and press find button. Following screen appears:

Edit Development Plan Items (Valid as of 01.07.2018)

Business event type (1)

Search Term Structure Search Abbreviation and Name Search Term with Restrictions Free search

Plan version	Object type	ObjectID	Object abbr.	Object name
01	D	50012280	asst jr sup	ASSISTANT TO JR SUPTD
01	D	50012283	Jr.To Sr.	Jr. Engineer to Sr. Engineer
01	D	50012284	Sr. To Sup	Sr. Engineer to Suptd. Engineet
01	D	50012288	DPE	DPE
01	D	50012377	MKS	Safety Training
01	D	50012378	Sr. eng, SE	Sr.Eng to SE
01	D	50012383	New BET	New BET
01	D	50012384	t- ALM	DPE from ALM TO LMII
01	D	50012399	tALM	training of officers 2018
01	D	50012418	EXAMS	Exams
01	D	50012434	SE to Ceo	SE to Chief Engineer
01	D	50012439	MKS19	Safety Training19
01	D	50012445	ALM1	ALM1
01	D	50012446	LM-I	General Safety/First Aid & Fire LM-II
01	D	50012474	Mist	Ministerial Staff
01	D	50012488	T-300	Meter Readers Training
01	D	50012679	JMC UAT	JMC UAT
01	D	50012682	UAT 1	UAT 2
01	D	50012723	Minist Staff	Ministerial Staff
01	D	50012730	Tech TRG	Technical Trainings

55 Entries found

16. Select a Business Event Type and then click on ok icon. New BET gets added to the development plan and following screen appears:

Mandatory item	Obj. type	Object ID	Object name	Years	Months	Days	Note	Details
☐	D	50012730	Technical Trainings					

17. Click on Savebutton. Selected Business Event Type gets added to the development plan.

The screenshot displays the 'Change Development Plan Catalog' application in SAP Fiori. The top navigation bar includes the SAP logo and the title 'Change Development Plan Catalog'. Below the navigation bar, there are several action buttons: 'Display <-> Change', 'Choose', 'Create', 'Delete', 'Display objects who have completed', 'Expand Subcatalog', 'Compress Subcatalog', and 'Position'. The main content area shows a catalog tree. At the top of the tree, there are filters for 'Catalog', a date '01.07.2018', and a plan type '01 Current plan'. The tree structure is as follows:

- BL 50012878 ☐ IESCO MS Excel Development Plan
- BL 50012880 ☐ IESCO Development Plan
- BL 50012885 ☐ IESCO Engineers Development Plan
- B 50012886 ☐ Electrical Diploma

The item 'B 50012886' is highlighted with a green background and a blue border.

Result:

- Development Plan created.

Note:

- Use Fiori App for "Edit Development Catalog".