

SUCCESSION PLANNING: INDIVIDUAL DEVELOPMENT PLAN

Role: Department HRD Administrator



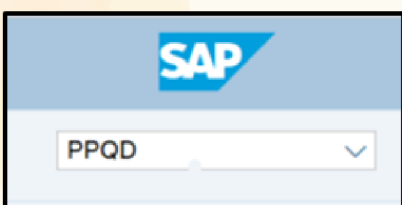
Succession Planning Individual Development Plan (SP IDP) is a sub-module of Succession Planning and Personnel Development module. This sub-module main focus is on:

- **Civil Service Leadership Pool (CSLP)** and,
- **Public Service Capability Development Framework (PSCDF)**

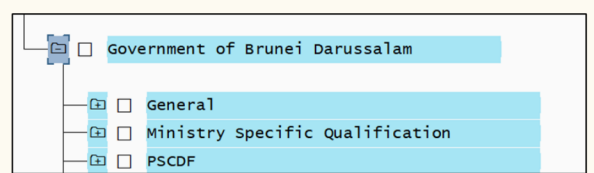
Below are the **quick guide** for SP IDP:

Display Catalogue

- 1 In SAP GUI (back-end system), go to transaction code **PPQD**

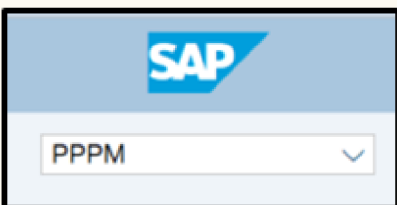


- 2 User may view the **PSCDF** and **CSLP** folder in the Catalogue page

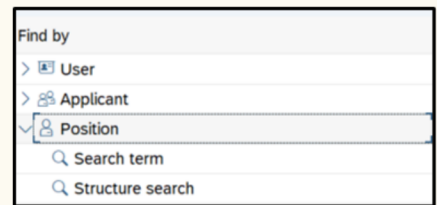


Maintain Required Competency Level (RCL)

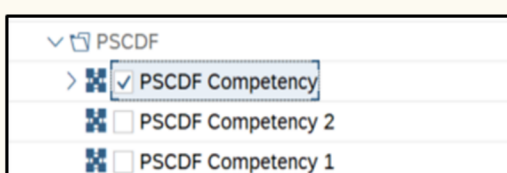
- 1 In SAP GUI (back-end system), go to transaction code **PPPM**



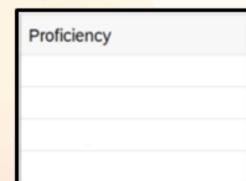
- 2 Search for the **Position** then proceed to click **Create** icon



- 3 Add the **required qualifications** to the **Position**



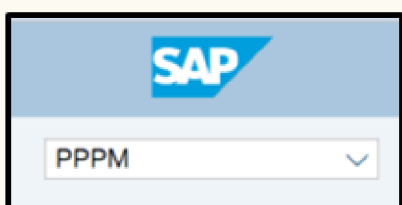
- 4 Navigate to **Proficiency** column and fill in the **required proficiency**.



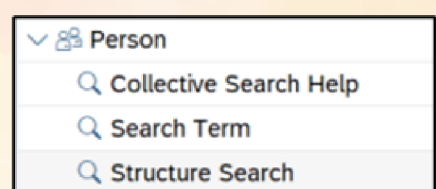
Click **Save** button

Maintain Current Competency Level (CCL)

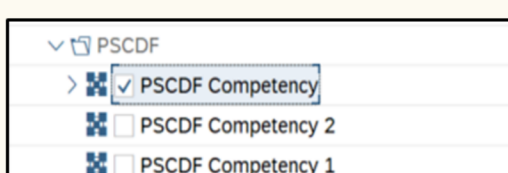
- 1 In SAP GUI (back-end system), go to transaction code **PPPM**



- 2 Search for the **Person** then proceed to click **Create** icon



- 3 Add the **current (achieved) qualifications** to the **Person**



- 4 Navigate to **Proficiency** column and fill in the **required proficiency**



Click **Save** button

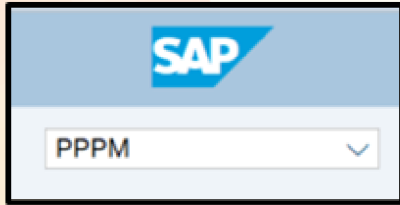
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Assign Person to CSLP

1 In SAP GUI (back-end system), go to transaction code **PPPM**



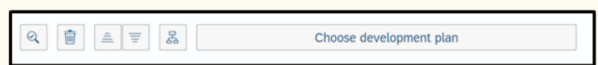
2 Search for the **Person** then proceed to click **Create** icon



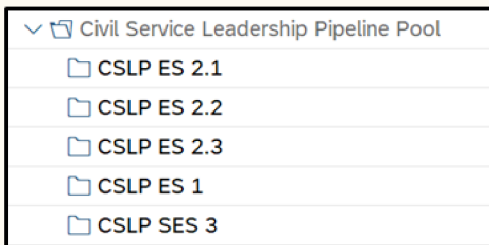
3 Navigate to **Individual Development Plan** tab on the right screen

Individual Development Plan

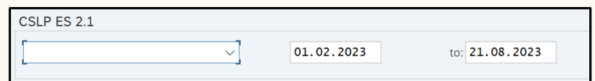
4 Click on **Choose Development Plan** button on the bottom of the right screen



5 Assign **Person** to the selected **CSLP** programme



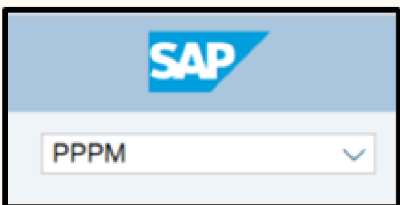
6 Click on the **dropdown** on the right screen and select **Nominated**



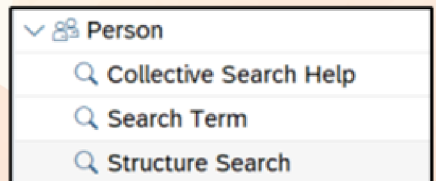
Fill in the dates and proceed to click **Save** button

Maintain CSLP Progress

1 In SAP GUI (back-end system), go to transaction code **PPPM**



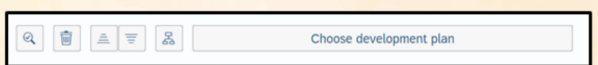
2 Search for the **Person** then proceed to click **Create** icon



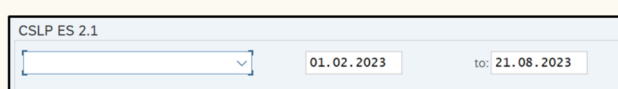
3 Navigate to **Individual Development Plan** tab on the right screen

Individual Development Plan

4 Click on **Choose Development Plan** button on the bottom of the right screen



5 Select the **Activity** under the **nominated CSLP** programme to be updated from the **dropdown**



6 Update the **Current State** of the activity accordingly

Object type text	Object name	Start Date	End Date	Current State	State of Development
IDP Activity	1st Mentoring CSLP	01.02.2023	21.08.2023		

Click **Save** button

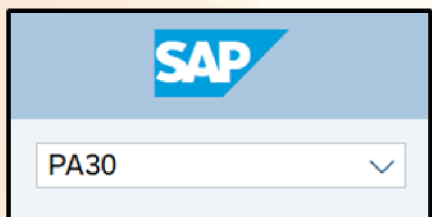
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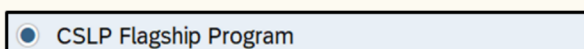


Maintain CSLP Progress via PA30

1 In SAP GUI (back-end system), go to transaction code **PA30**



2 Fill in **Personnel Number**, press **Enter** button and select **CSLP Flagship Program**

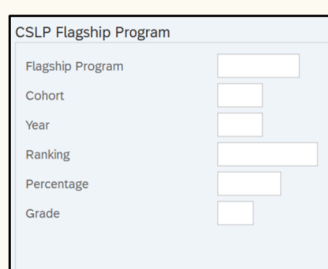


Click **Create** icon

3 Fill in the **Start** and **End** date accordingly



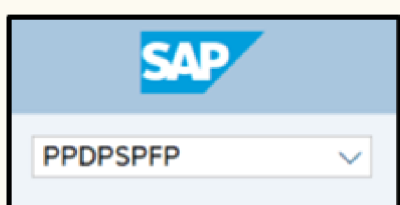
4 Fill in the **required fields**



Click **Save** button

Generate Development Plan Status

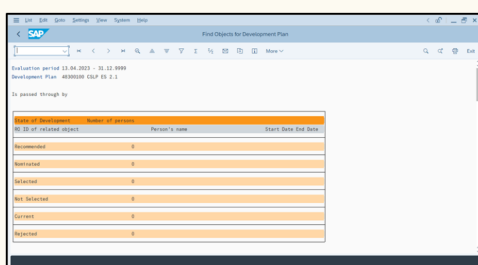
1 In SAP GUI (back-end system), go to transaction code **PPDPSPFP**



2 Navigate to the selected **programme** and **double click** on it

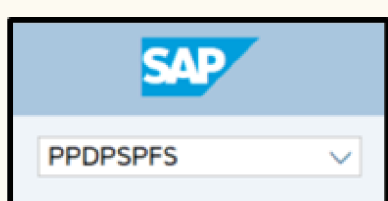
Government of Brunei Darussalam	BL 48000000	Government o
General	BL 48000001	General
Civil Service Leadership Pipeline Pool	BL 48000002	Civil Servic
CSLP ES 2.1	B 48300000	CSLP ES 2.1
CSLP ES 2.2	B 48300001	CSLP ES 2.2
CSLP ES 2.3	B 48300002	CSLP ES 2.3
CSLP ES 1	B 48300003	CSLP ES 1
CSLP SES 3	B 48300004	CSLP SES 3
Additional CSLP POOL	B 48300005	Additional C

3 The **Development Plan Status** will be displayed

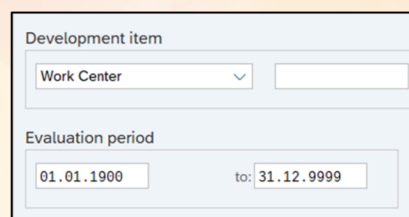


Generate Development Plan Activity Status

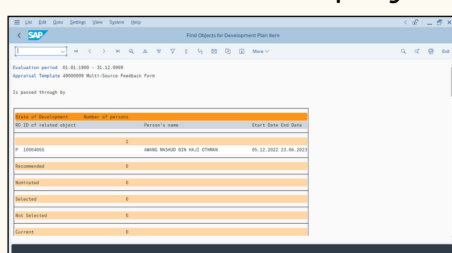
1 In SAP GUI (back-end system), go to transaction code **PPDPSPFS**



2 Select the **Activity** from the dropdown and fill in the **Evaluation Period**



3 Click on **Execute** icon. The **Development Plan Activity Status** will be displayed



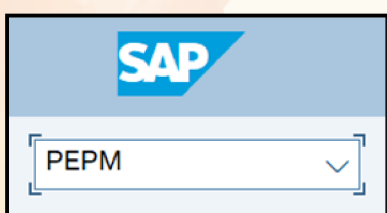
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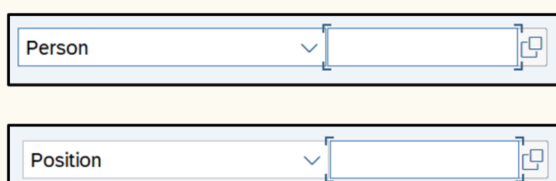


Generate Profile Matchup Report

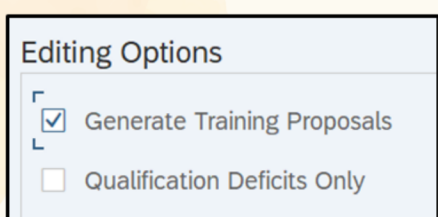
- 1 In SAP GUI (back-end system), go to transaction code **PEPM**



- 2 Click on **Lookup** icon to select the desired **Person** and **Position**



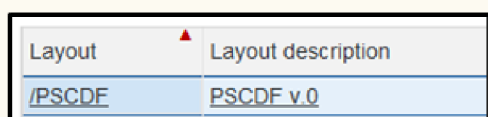
- 3 Select **General Training Proposals** and click on **Execute** button



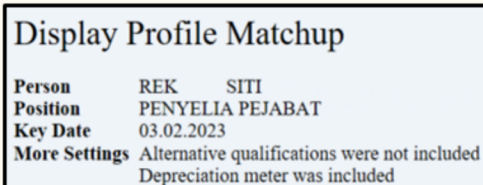
- 4 Navigate to the top of the page and click on **Layout** icon



- 5 Select the **layout: PSCDF**

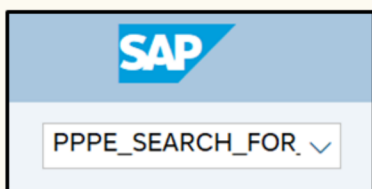


- 6 **Profile Match Up Report** will be displayed

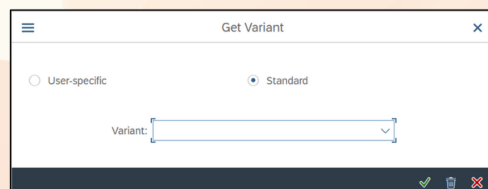


Generate Search for Object Report

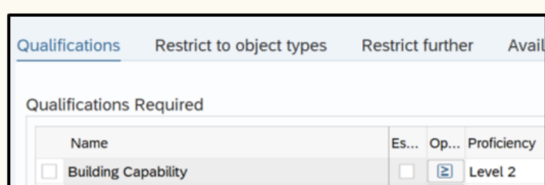
- 1 In SAP GUI (back-end system), go to transaction code **PPPE_SEARCH_FOR_Q**



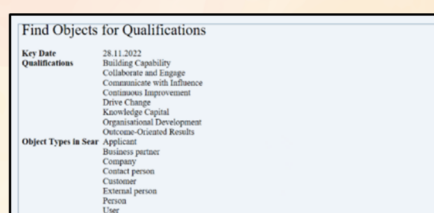
- 2 Click on **Get Variant** icon and select the preferred **Variant**



- 3 Navigate to **Qualification** to update the **Proficiencies**



- 4 Click **Execute** icon and **Search for Object Report** will be displayed



Please refer to the **User Guide** for a step-by-step guide. Succession Planning Individual Development Plan (SP IDP) User Guide is available on SSM Info Website:

www.jpa.gov.bn/SSM