



SISTEM SUMBER MANUSIA

User Guide

For Back End User (SAP GUI)

JPA CSLP Administrator

**Succession Planning: Individual
Development Plan (IDP)**



INTRODUCTION

This user guide acts as a reference for participants that has joined the **Train the Trainer (TTT)** program on how they can use the features for **Succession Planning Individual Development Plan**. In this user guide, it will show the users on how to:

1. Maintain the CSLP Catalogue
2. Maintain CSLP Flagship Program
3. Assign Person to CSLP
4. Maintain CSLP progress
5. Generate Development Plan Status
6. Generate Development Plan Activity Status
7. Generate Search for Object Report

Should you have any questions or require additional assistance with the user guide materials, please contact the **SSM Help Desk**.

FURTHER ASSISTANCE

Should you have any questions or require additional assistance with the user guide materials, please contact **SSM Help Desk** at **+673 238 2227** or e-mail at **ssm.helpdesk@dynamiktechnologies.com.bn**.



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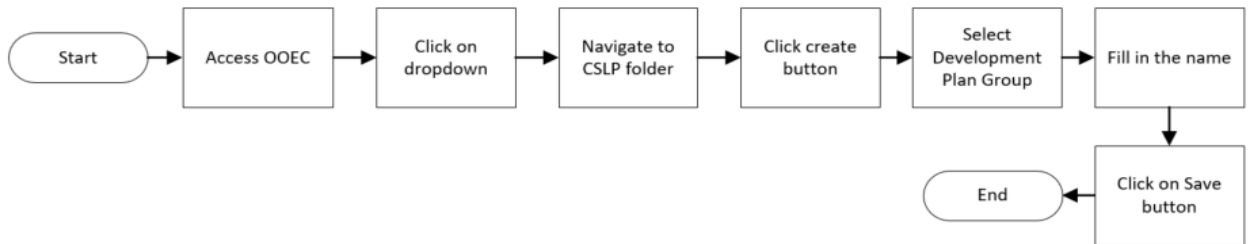


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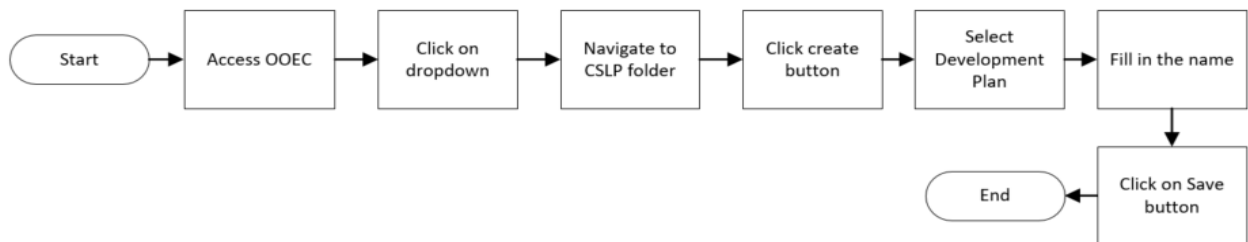
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Process Overview

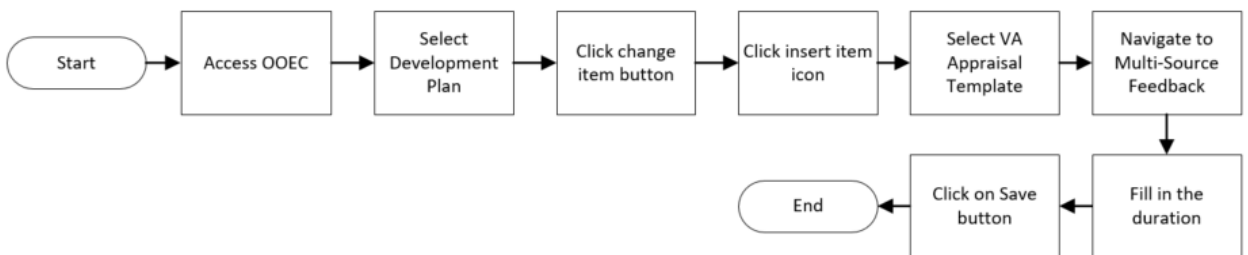
Create New Development Plan Group



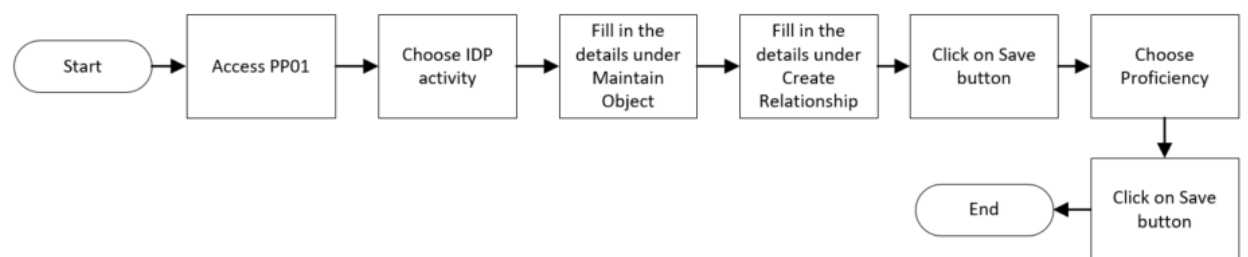
Create New Development Plan



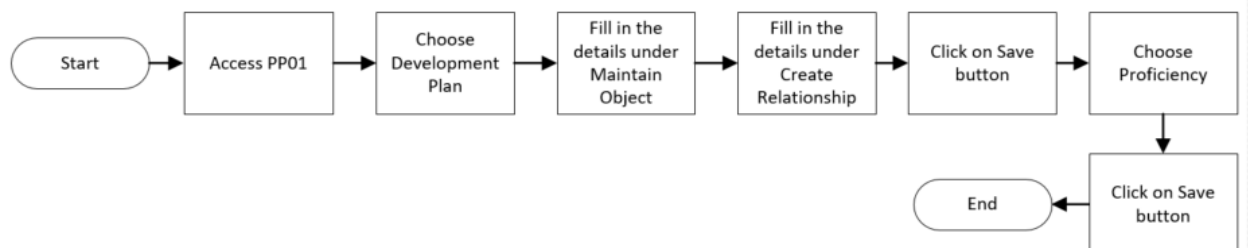
Maintain CSLP Items



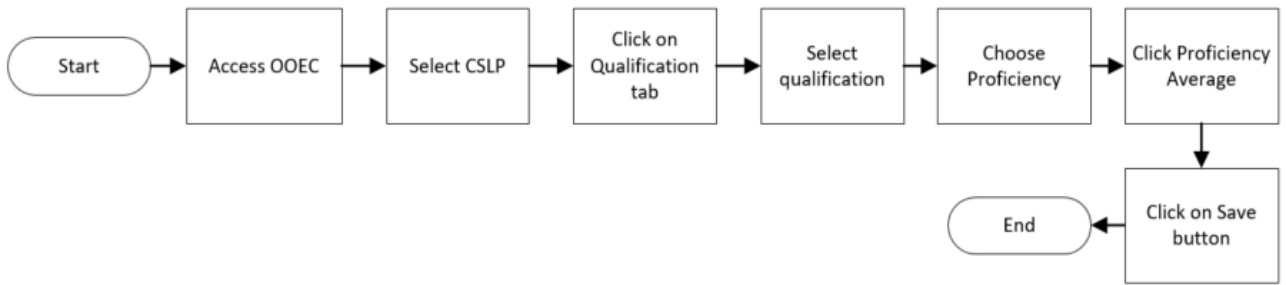
Create CSLP Activity



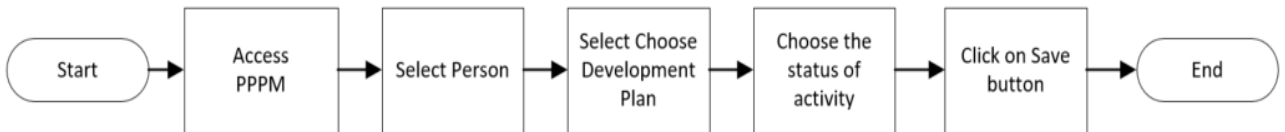
Maintain Pre-Requisite Criteria



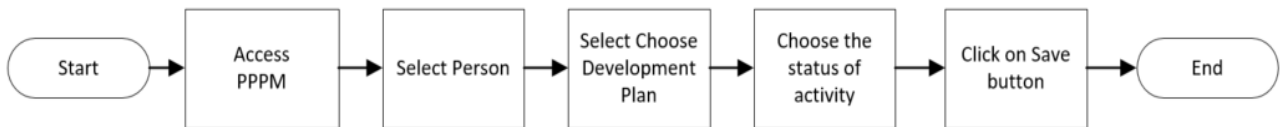
Impart Qualification Achieved



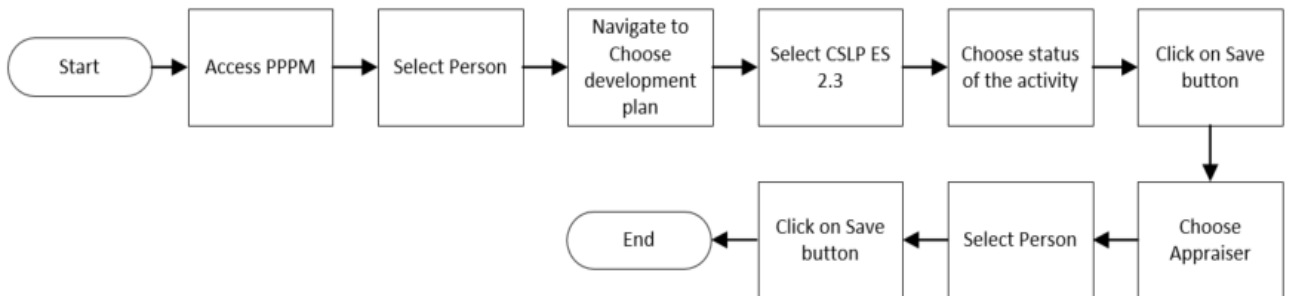
Assign Person to CSLP



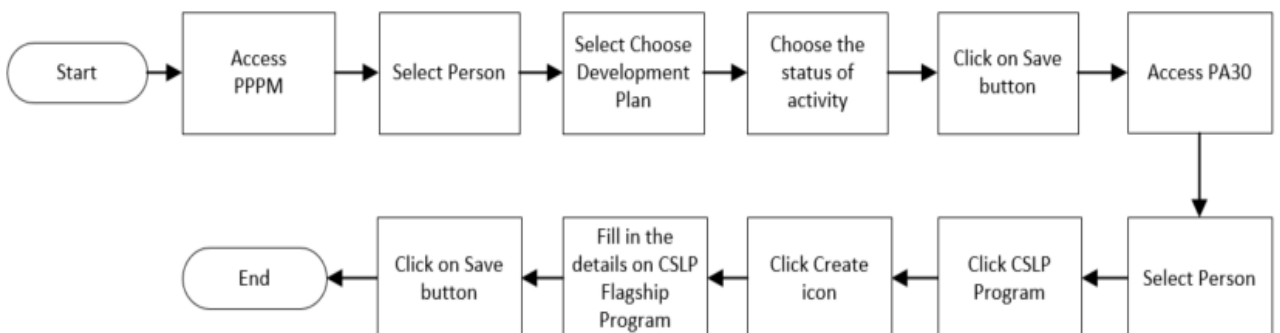
Mentoring Sessions



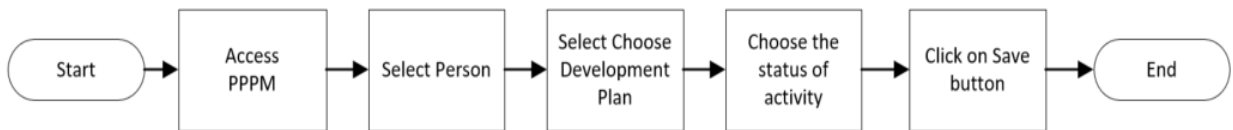
Appraisal



CEP Assessment



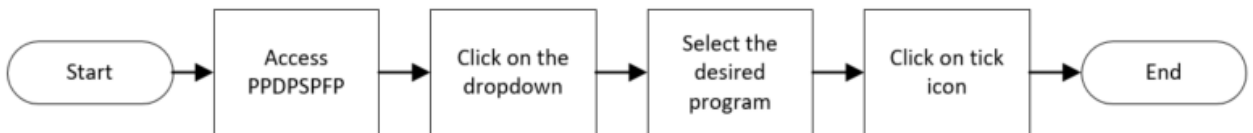
360 Assessment



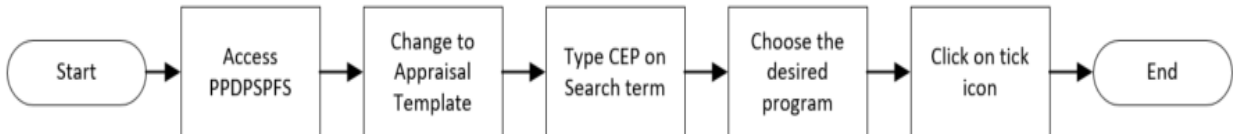
Multi-Source Assessment



Generate Development Plan Status



Generate Development Plan Activity Status









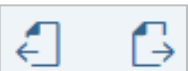


Generate Search For Object Report



SAP ICONS

The table below shows the icons that are frequently used in the SAPGUI (Back-End) system:

Icon	Name	Purpose
	Overview	For an overall view of the selected infotype or action type.
	Create	To input new information into the system.
	Change	To edit the selected information.
	Copy	To copy the selected information.
	Delete	To delete the selected information.
	Delimit	To limit the period of selected information.
	Display/View	To view a specific information.
	Execute	To execute task.
	Previous Record & Next Record	Next Record: Infotype does not require any updates or changes. Acts as a skip button. Previous Record: Acts as a return/back button that brings user to the previous infotype page.

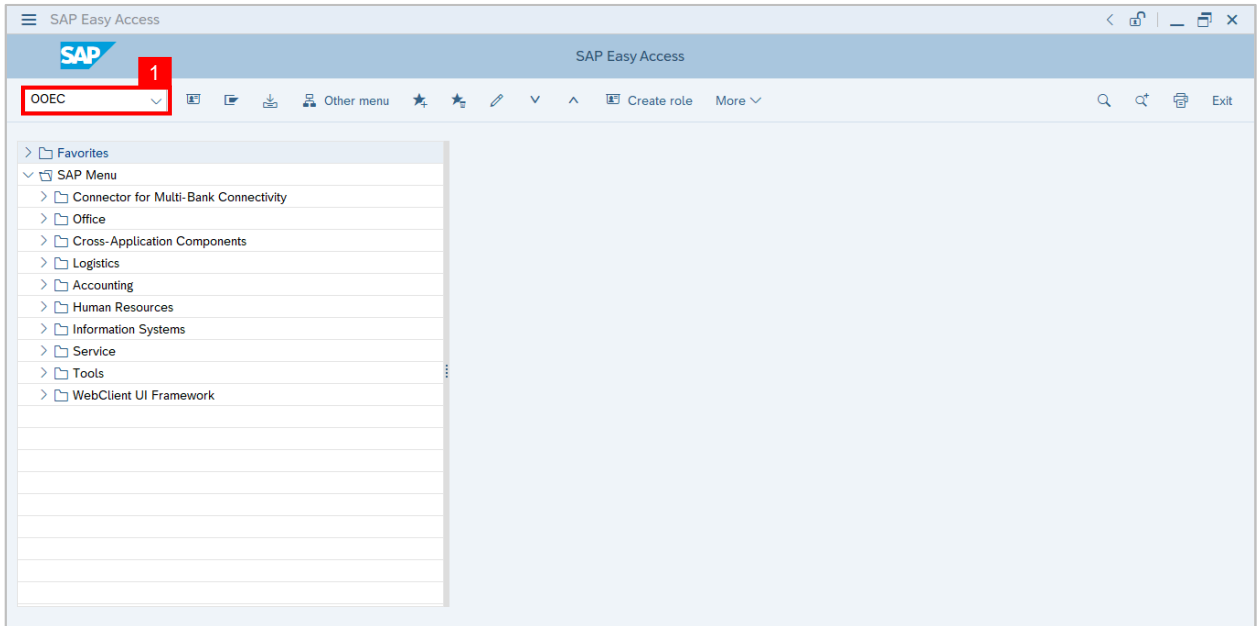
**CREATE NEW
DEVELOPMENT PLAN
GROUP**

Backend User

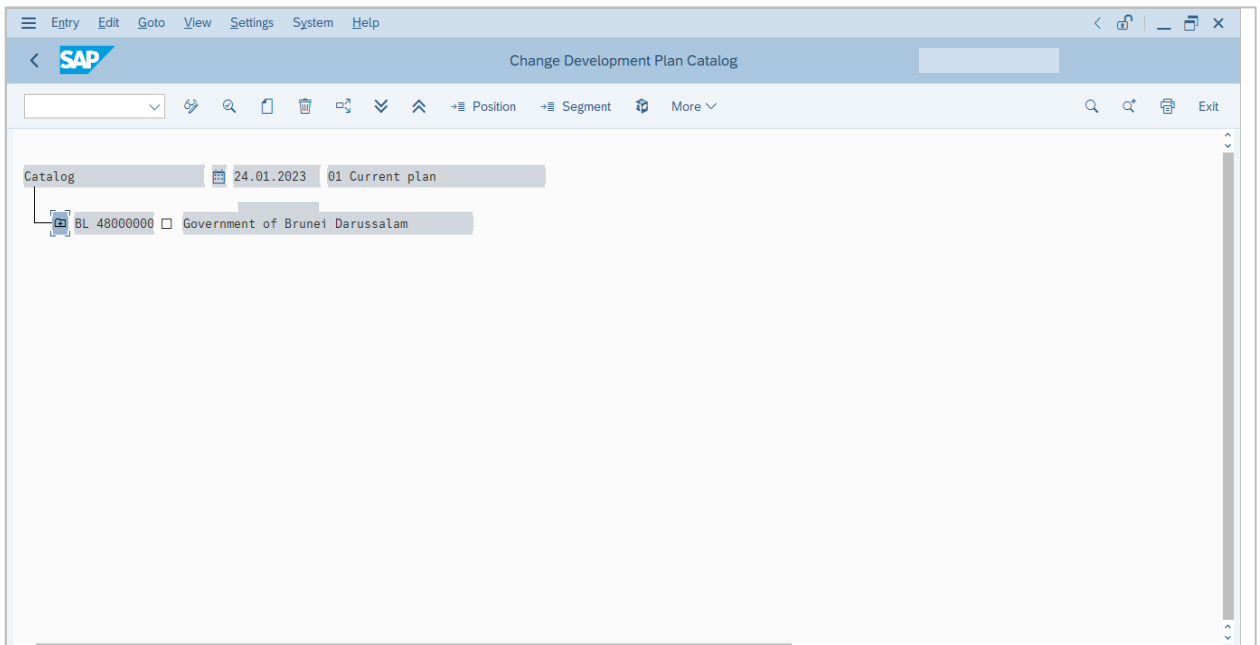
JPA CSLP Administrator

Log into SAP GUI (Back End) and proceed with the following steps.

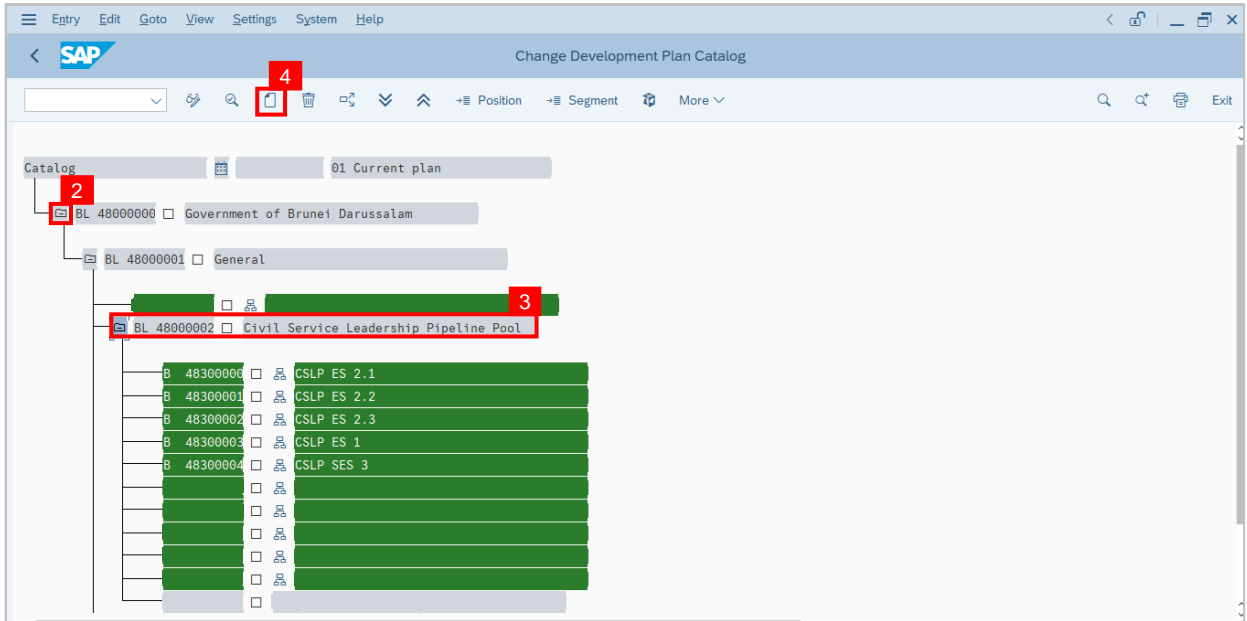
1. Enter **OOEC** in the search bar.



Note: Change Development Plan Catalog page will be displayed.

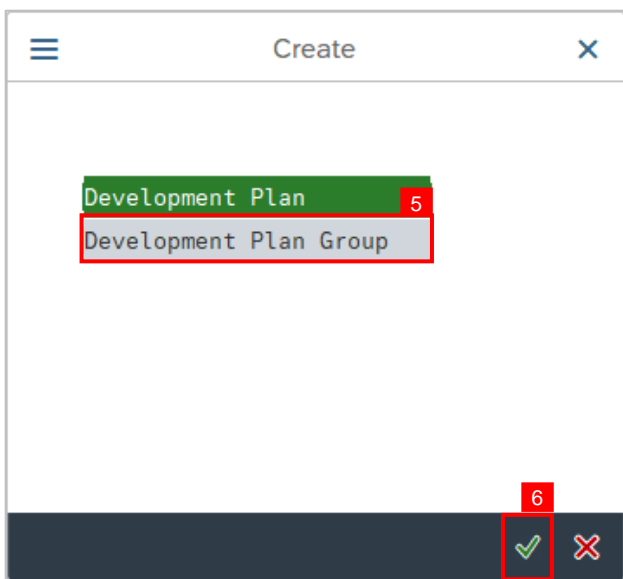


2. Click on the **dropdown** icon.
3. Click on **CSLP** folder.
4. Click on **create** icon.



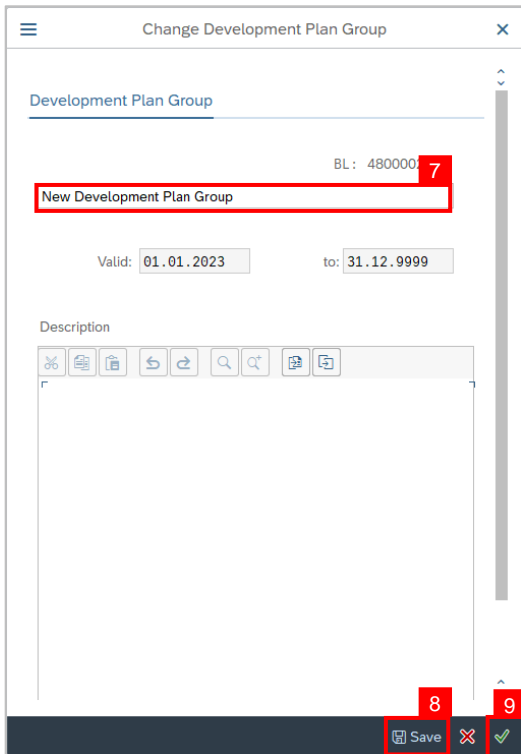
Note: A pop up window will be displayed.

5. Select **Development Plan Group**
6. Click on the **green tick** (enter) button.

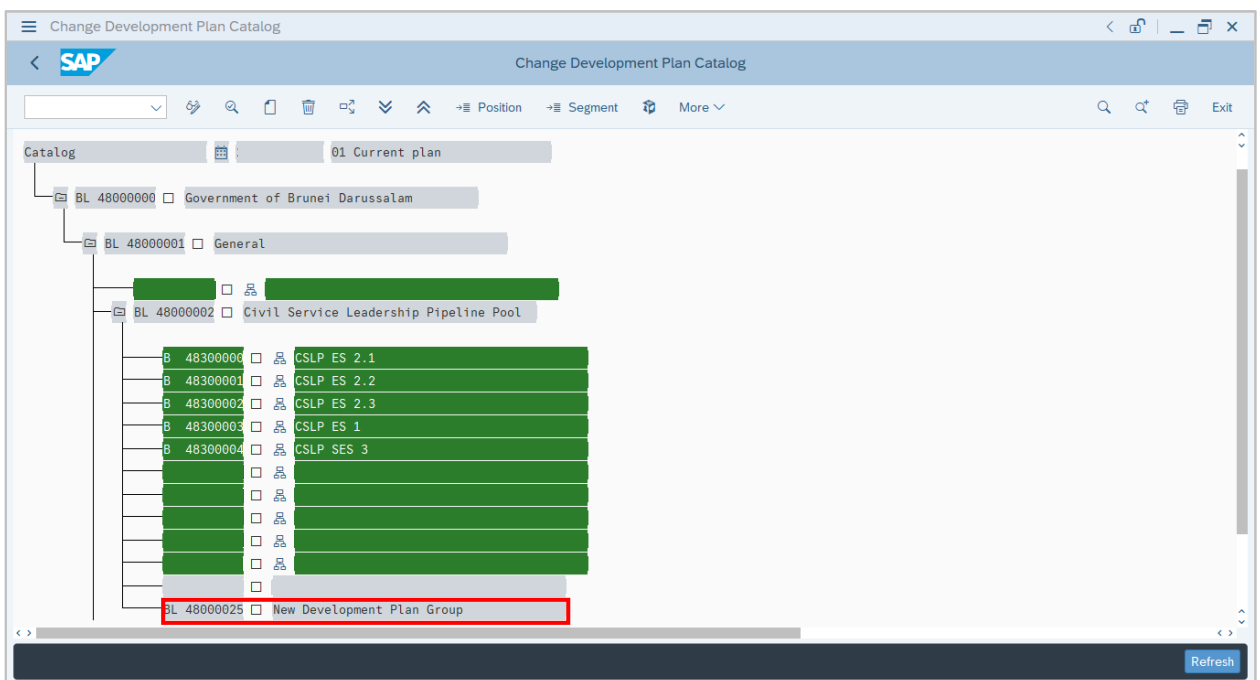


Note: Create Development Plan Group page will be displayed.

7. Fill in the **name** of the new Development Plan Group.
8. Click on **Save** button.
9. Click on the **tick** (enter) button.



Outcome: A New Development Plan Group is created.



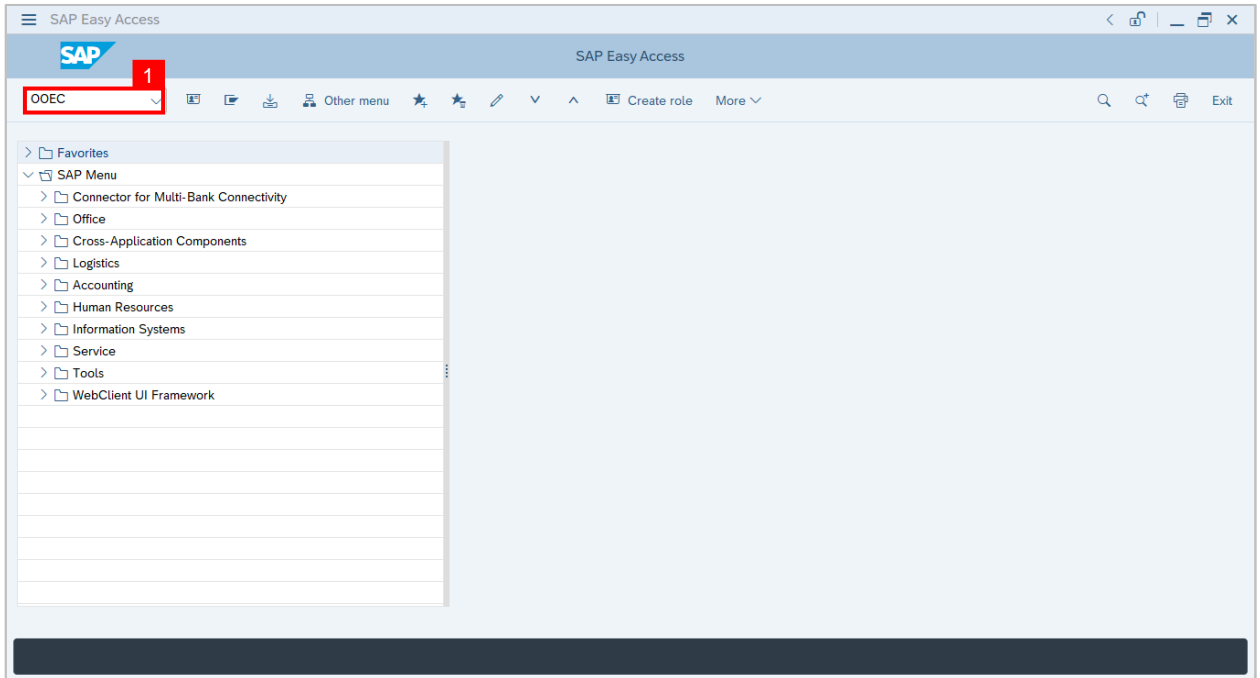
**CREATE NEW
DEVELOPMENT PLAN**

Backend User

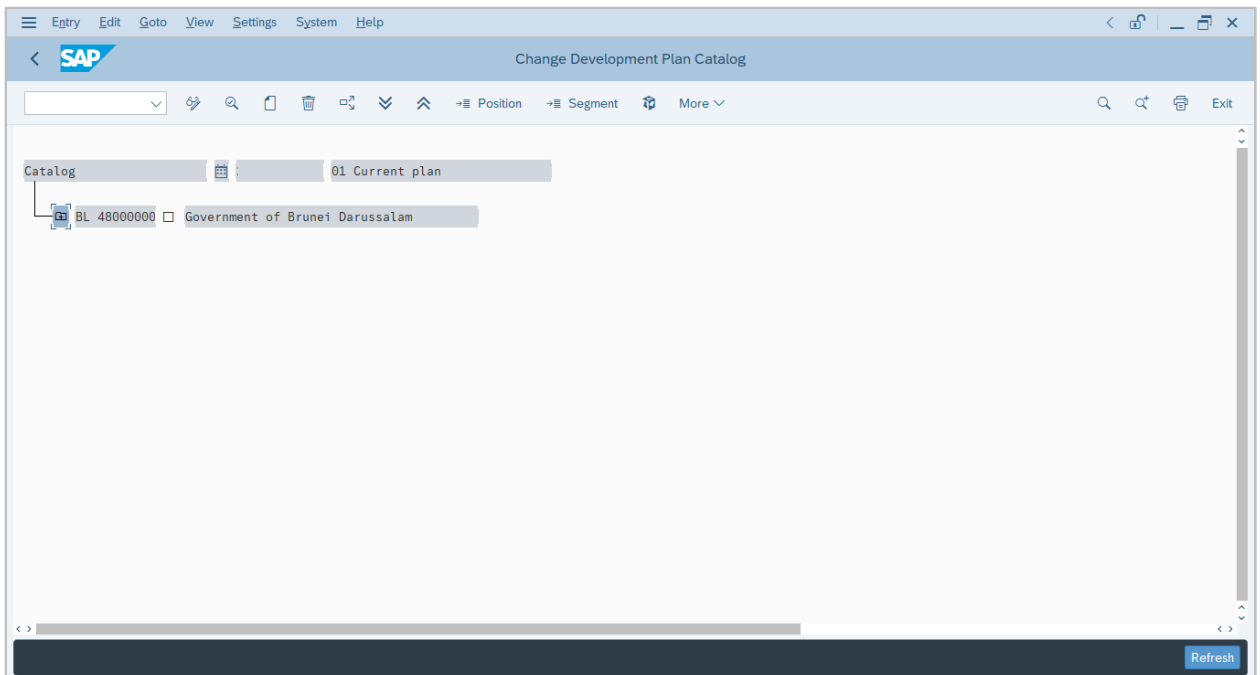
JPA CSLP Administrator

Log into SAP GUI (Back End) and proceed with the following steps.

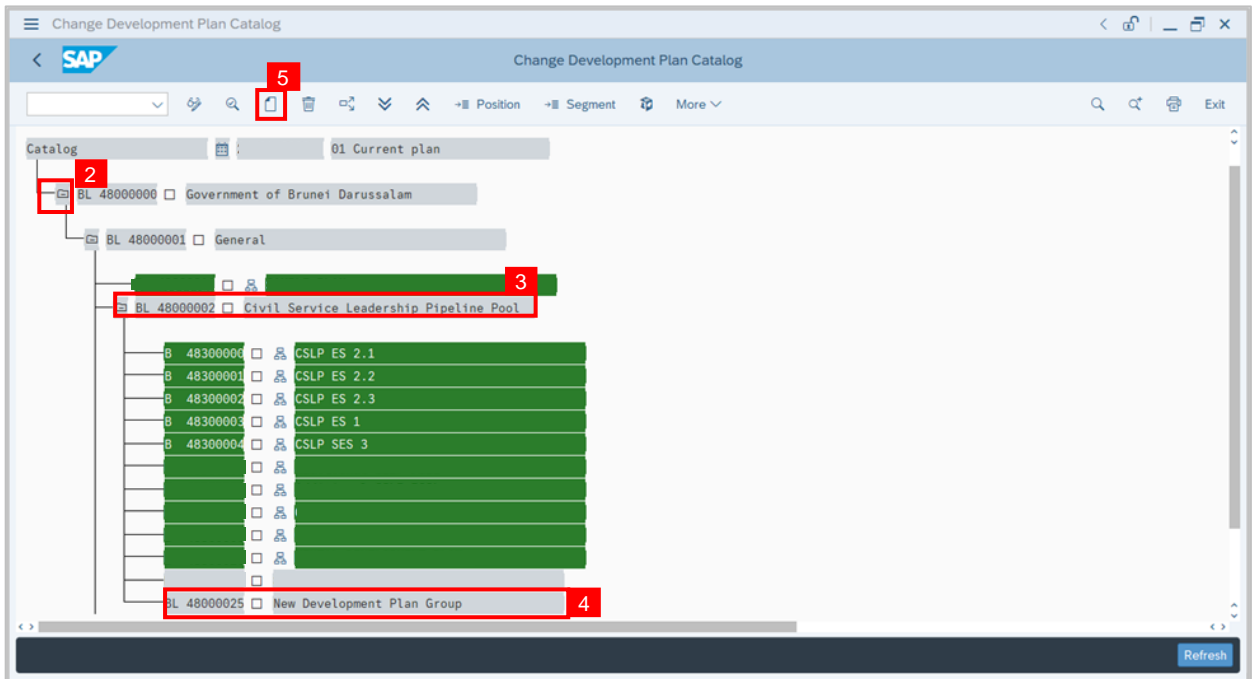
1. Enter **OOEC** in the search bar.



Note: Change Development Plan Catalog page will be displayed.

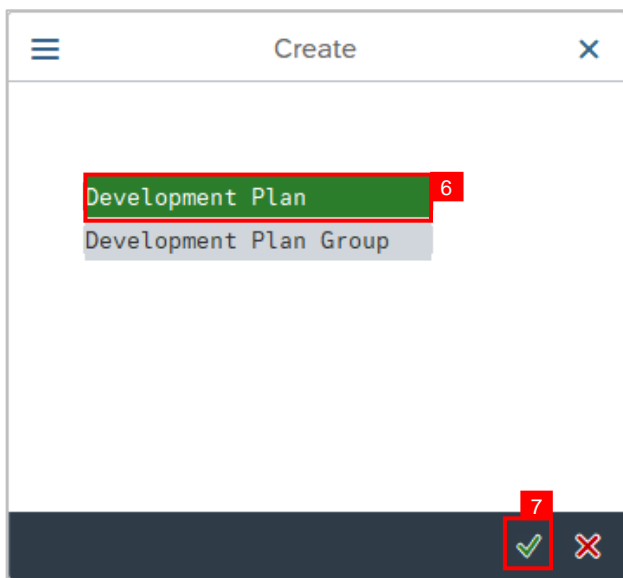


2. Click on the **dropdown icon**.
3. Navigate to **CSLP folder**.
4. Select the **New Development Plan Group** folder.
5. Click on **create** icon.



Note: A Create window will be displayed.

6. Select **Development Plan**.
7. Click on the **green tick** (tick/enter) button.

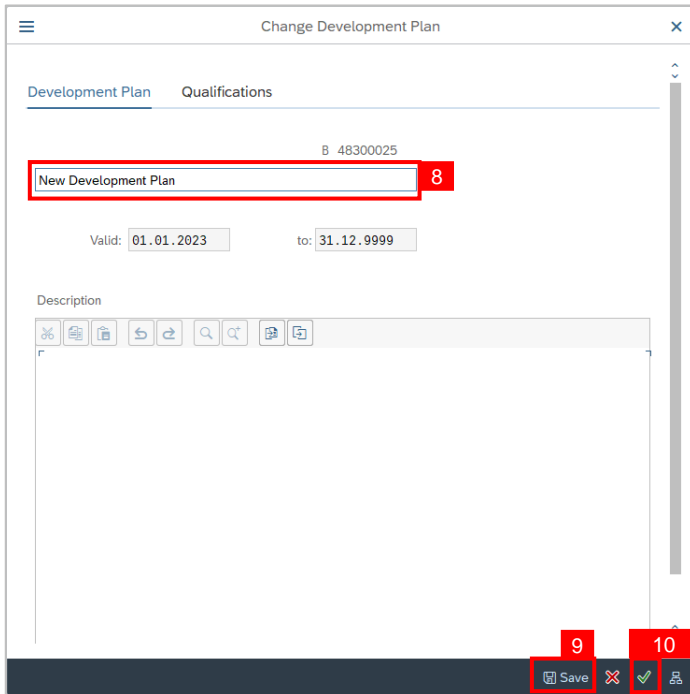


Note: Create Development Plan window will be displayed.

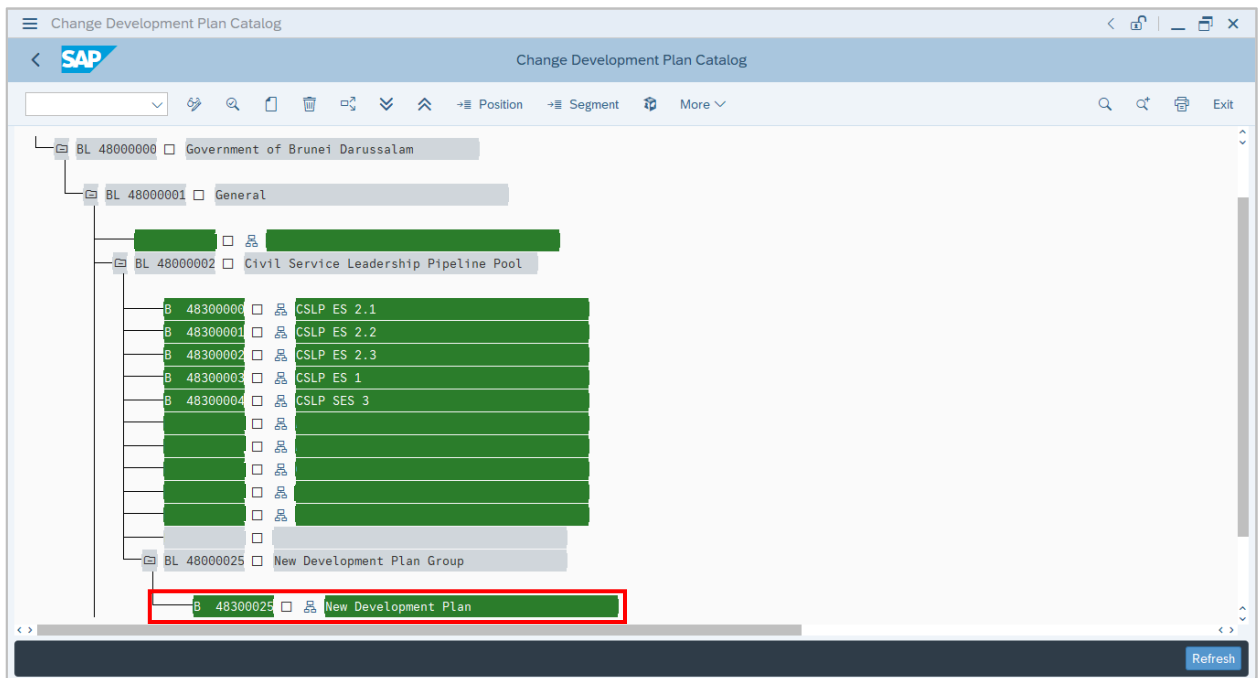
8. Fill in the **name** of the New Development Plan.

9. Click on **Save** button.

10. Click on the **tick** (enter) icon.



Outcome: The New Development Plan is created.



MAINTAIN CSLP ITEMS

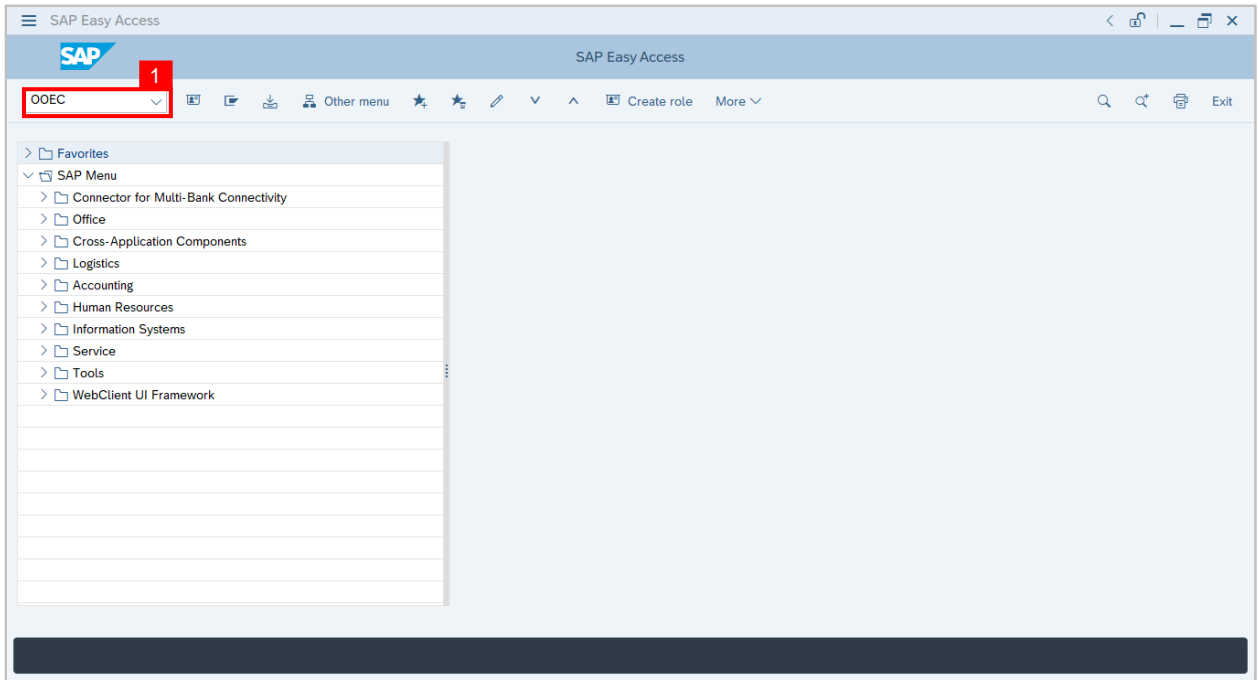
Backend User

JPA CSLP Administrator

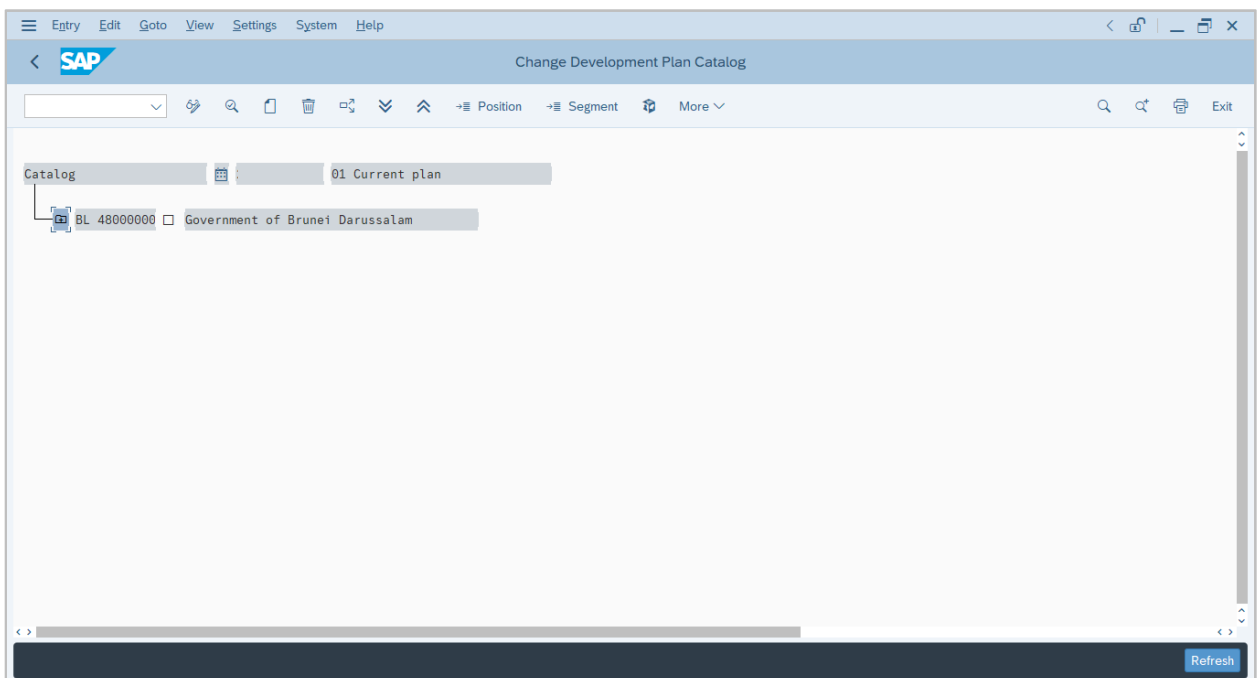
Log into SAP GUI (Back End) and proceed with the following steps.

Scenario: Adding an activity e.g. Appraisal Template (360 Appraisal) to a development plan.

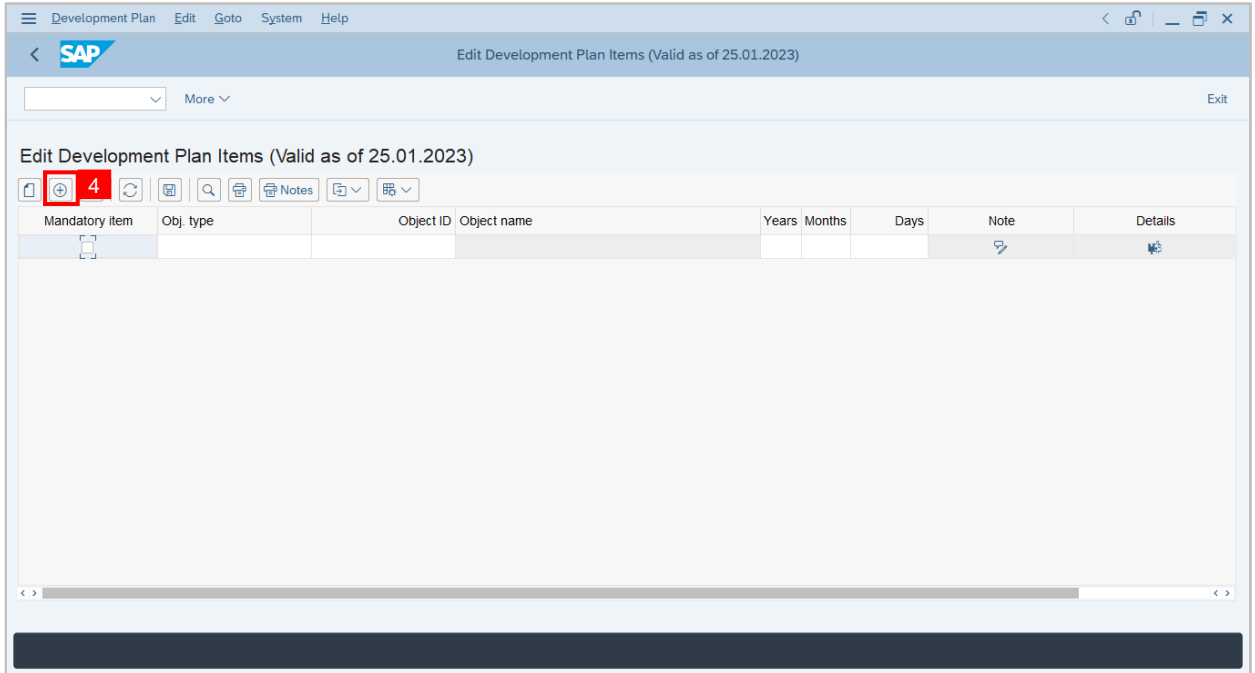
1. Enter **OOEC** in the search bar.



Note: Change Development Plan Catalog page will be displayed.



4. Click on **insert item** icon.

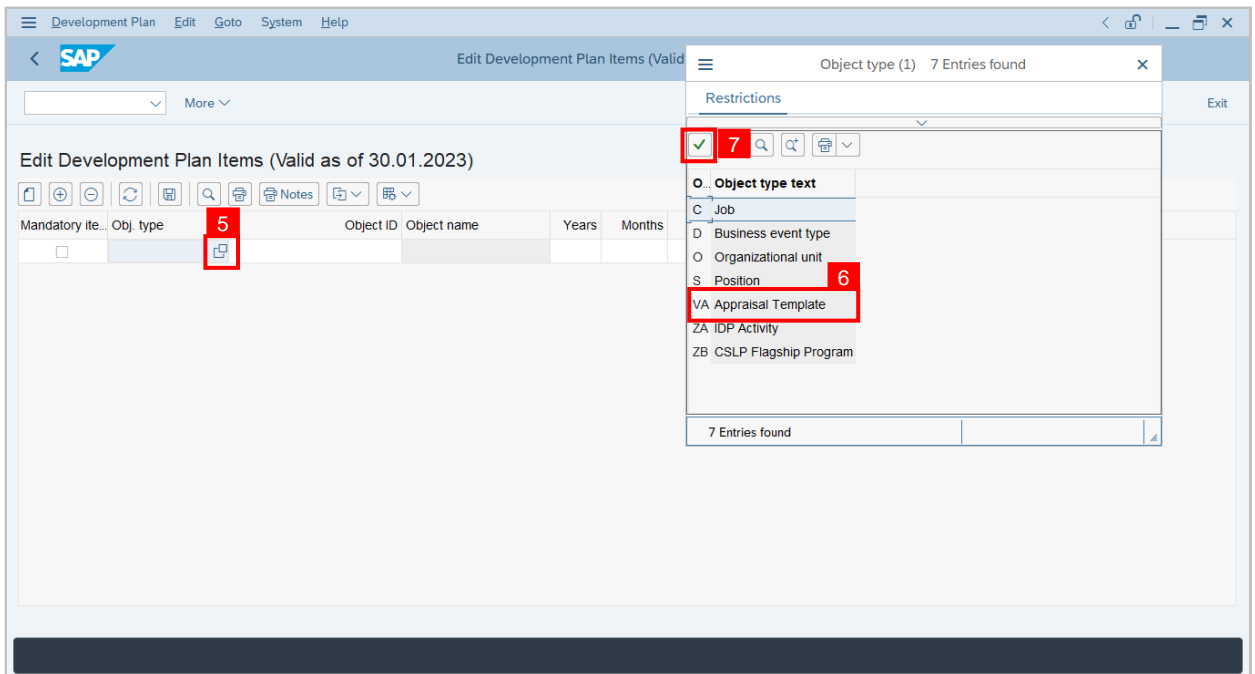


5. Click on **look up** button.

Note: Object type (1) window will be displayed.

6. Select **VA Appraisal Template**.

7. Click on **copy / green tick** button.

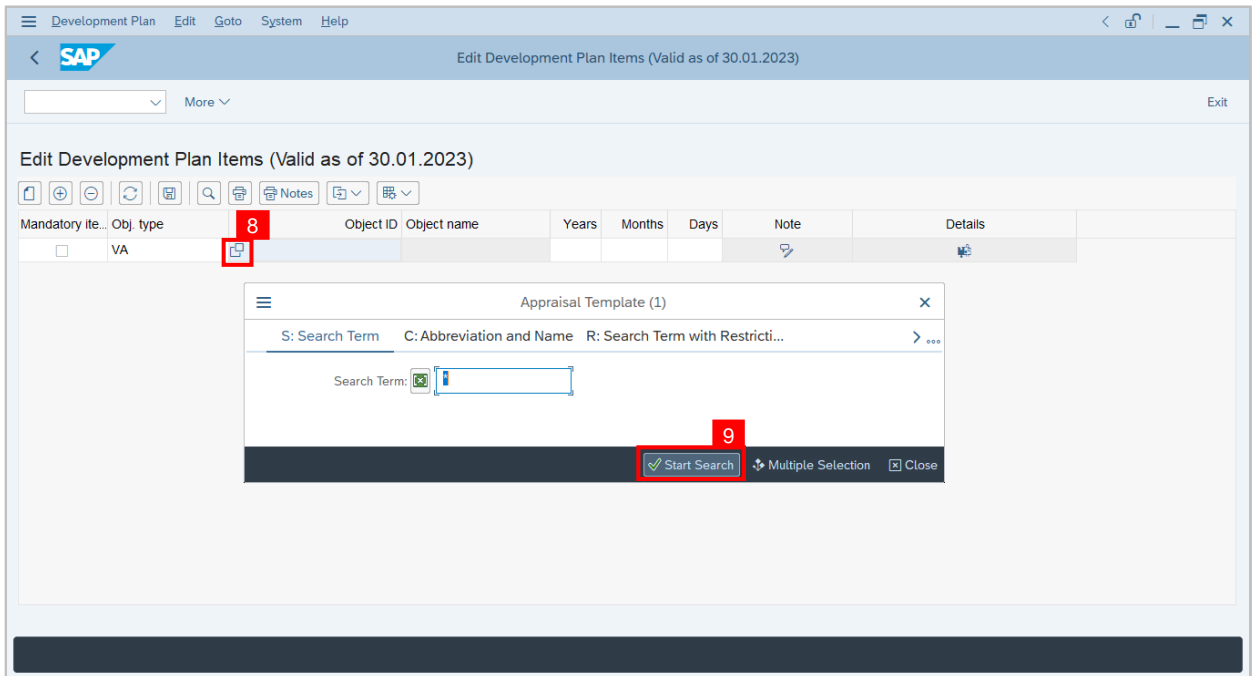


Note: VA will be displayed on the **Object type** column.

8. Click on **look up** button.

Note: Appraisal Template (1) Search window will be displayed.

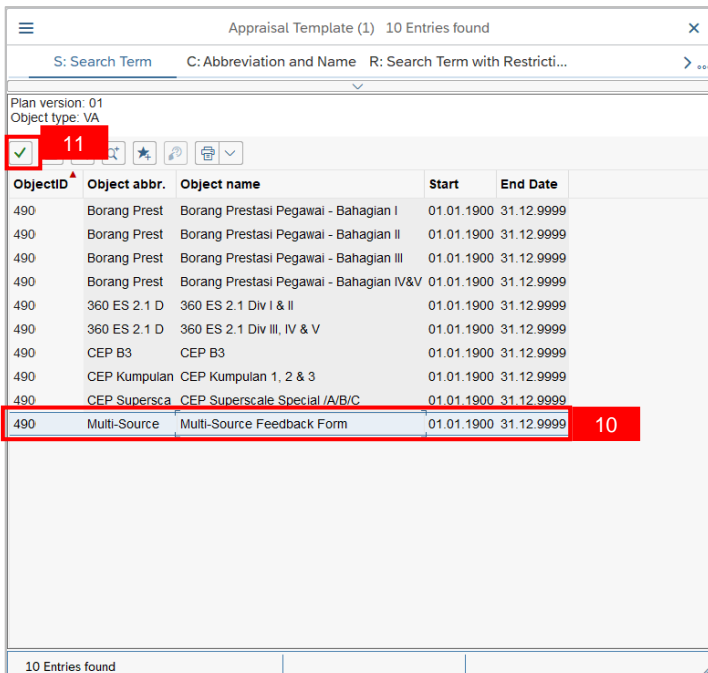
9. Click on **Start Search** button.



The screenshot shows the SAP GUI interface for 'Edit Development Plan Items (Valid as of 30.01.2023)'. A search window titled 'Appraisal Template (1)' is open. In the main table, the 'look up' icon in the header row is highlighted with a red box and the number '8'. In the search window, the 'Start Search' button is highlighted with a red box and the number '9'.

10. Navigate to **Multi-Source Feedback Form**.

11. Click on the **copy / green tick** button.



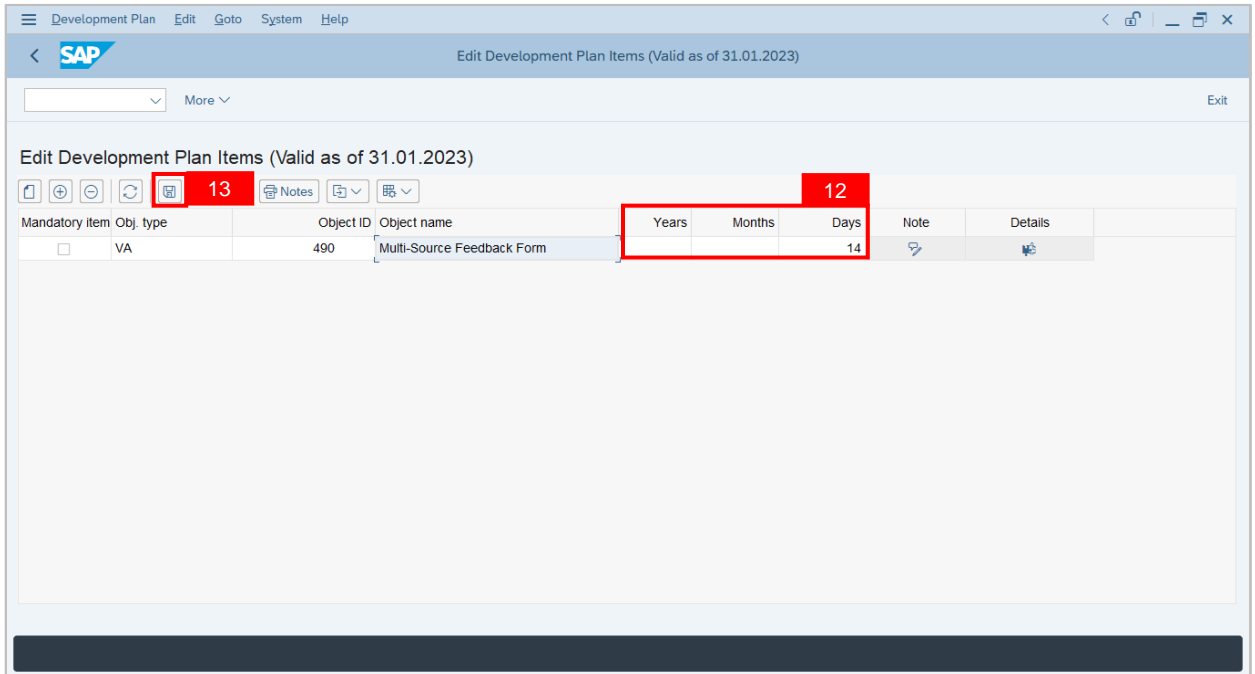
The screenshot shows the search results for 'Appraisal Template (1)'. The search window title is 'Appraisal Template (1) 10 Entries found'. The table header has a 'copy / green tick' icon highlighted with a red box and the number '11'. The table contains 10 entries, with the last entry, 'Multi-Source Feedback Form', highlighted with a red box and the number '10'.

ObjectID	Object abbr.	Object name	Start	End Date
490	Borang Prest	Borang Prestasi Pegawai - Bahagian I	01.01.1900	31.12.9999
490	Borang Prest	Borang Prestasi Pegawai - Bahagian II	01.01.1900	31.12.9999
490	Borang Prest	Borang Prestasi Pegawai - Bahagian III	01.01.1900	31.12.9999
490	Borang Prest	Borang Prestasi Pegawai - Bahagian IV&V	01.01.1900	31.12.9999
490	360 ES 2.1 D	360 ES 2.1 Div I & II	01.01.1900	31.12.9999
490	360 ES 2.1 D	360 ES 2.1 Div III, IV & V	01.01.1900	31.12.9999
490	CEP B3	CEP B3	01.01.1900	31.12.9999
490	CEP Kumpulan	CEP Kumpulan 1, 2 & 3	01.01.1900	31.12.9999
490	CEP Supersca	CEP Superscale Special /A/B/C	01.01.1900	31.12.9999
490	Multi-Source	Multi-Source Feedback Form	01.01.1900	31.12.9999

Note: The Multi-Source Feedback Form will appear under the object name column.

12. Fill in the **duration it will take to complete** the Appraisal. E.g., 14 days.

13. Click on **Save** icon.

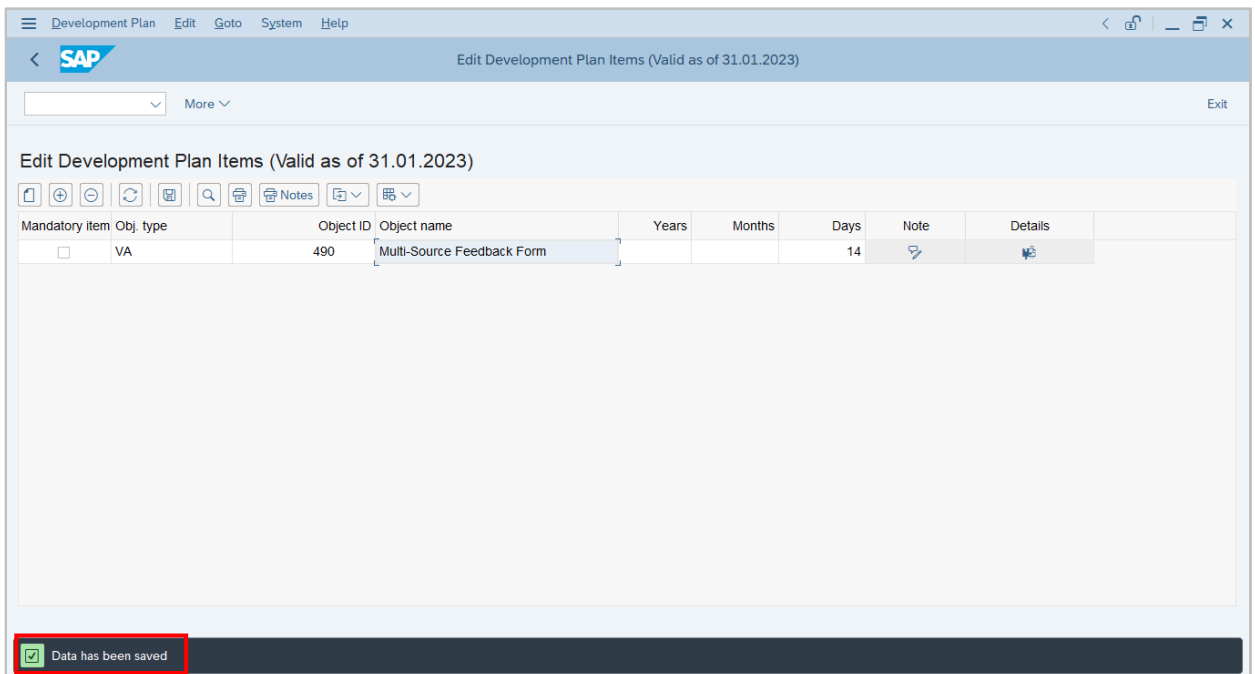


The screenshot shows the SAP GUI interface for editing development plan items. The title bar indicates 'Edit Development Plan Items (Valid as of 31.01.2023)'. The main content area contains a table with the following data:

Mandatory item	Obj. type	Object ID	Object name	Years	Months	Days	Note	Details
<input type="checkbox"/>	VA	490	Multi-Source Feedback Form			14		

The 'Save' icon (13) and the 'Days' field (12) are highlighted with red boxes.

Outcome: Data has been saved.



The screenshot shows the same SAP GUI interface as above, but with a 'Data has been saved' message displayed at the bottom. The message is highlighted with a red box.

CREATE CSLP ACTIVITY

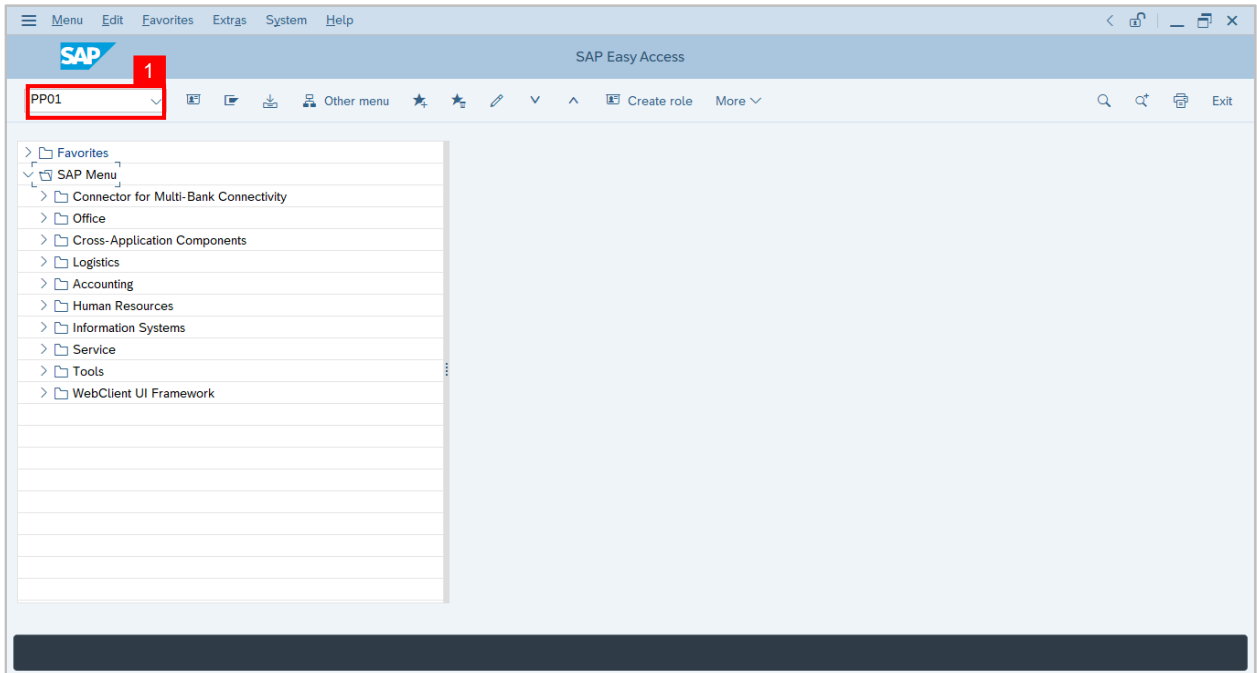
Backend User

JPA CSLP Administrator

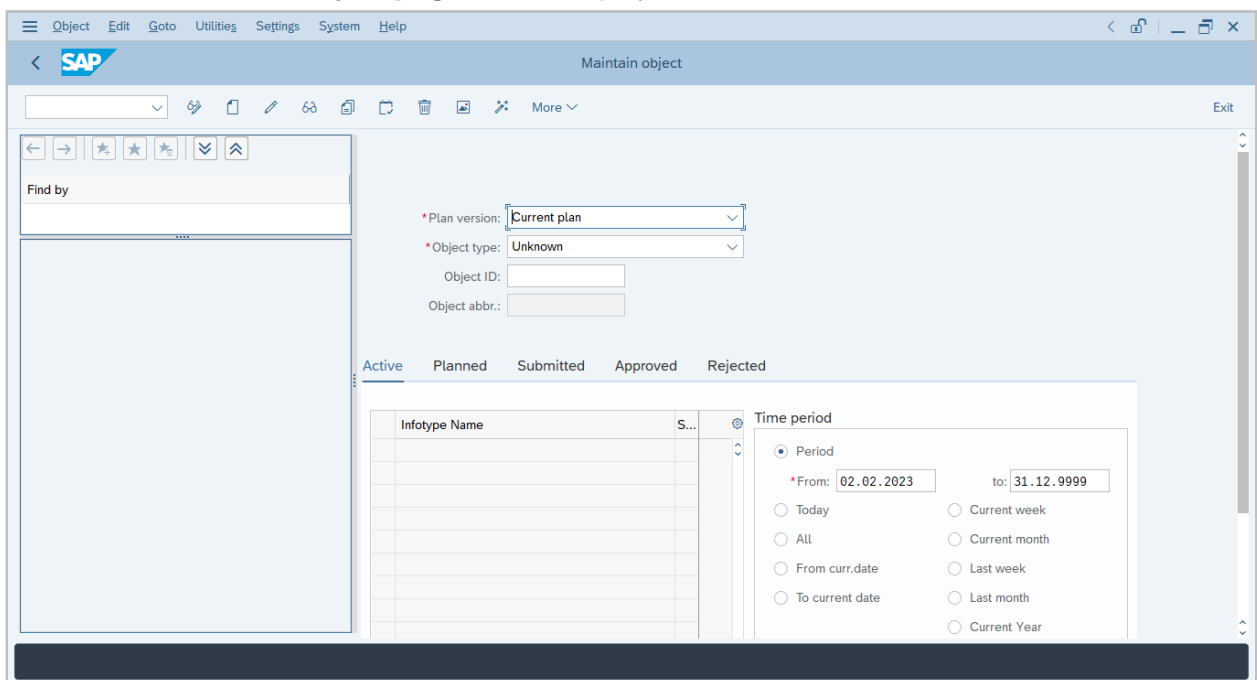
Log into SAP GUI (Back End) and proceed with the following steps.

Note: To create the activities that an employee need to fulfill in order to complete the development plan.

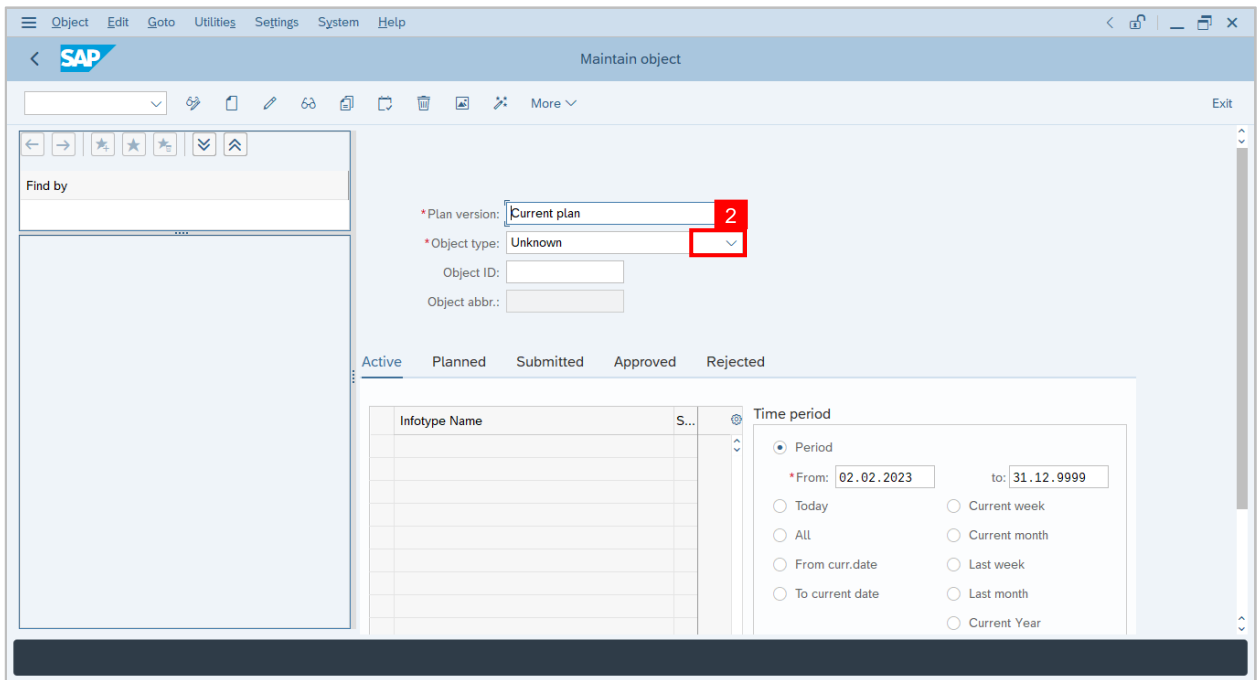
1. Enter **PP01** in the search bar.



Note: The Maintain Object page will be displayed.



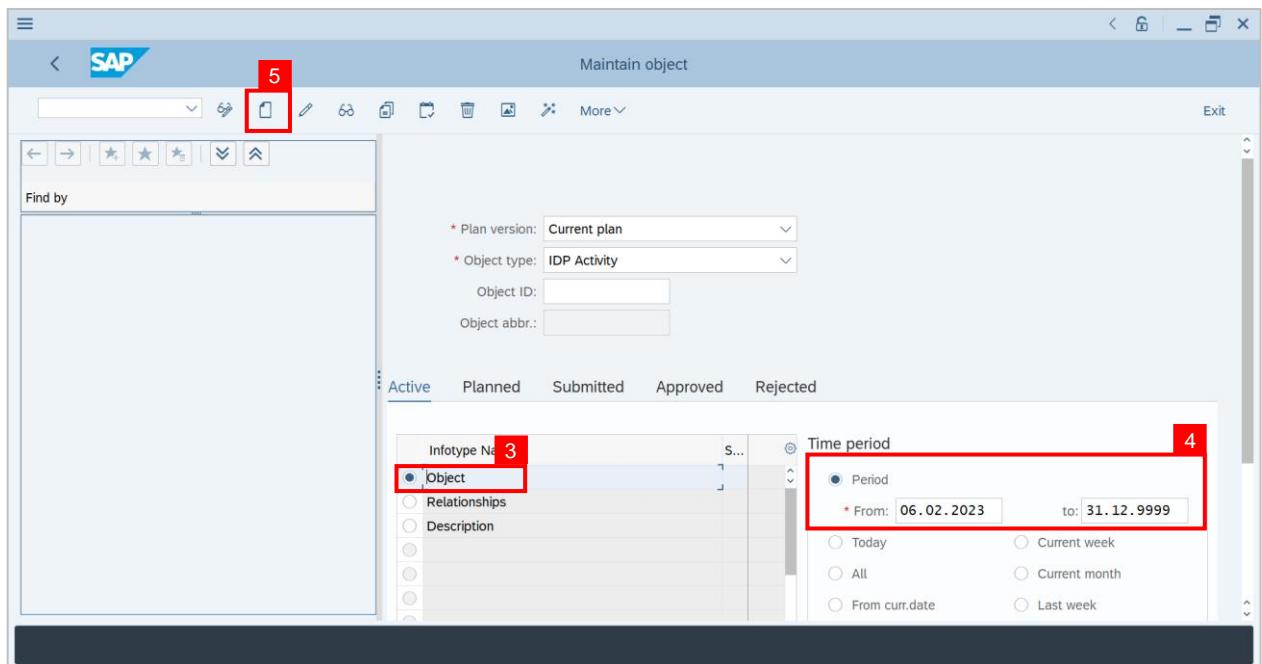
2. Click on the **dropdown** icon and choose **IDP Activity**.



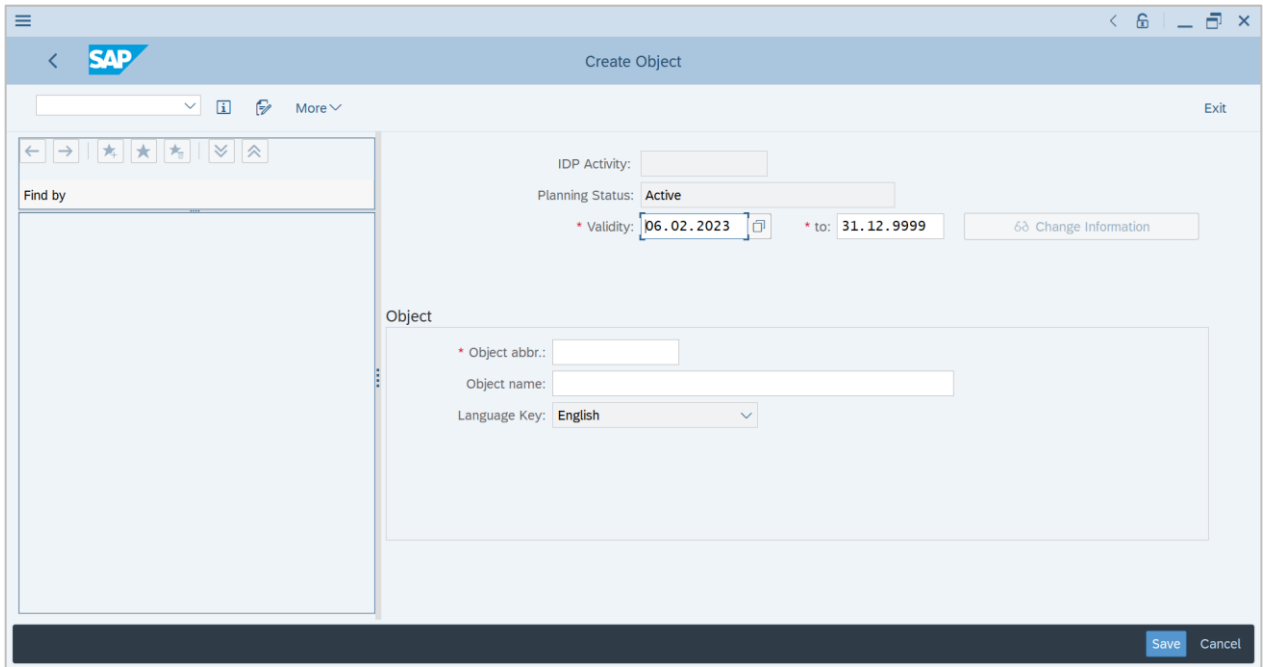
3. Click the **radio button** on Object.

4. Fill in the dates when the activity is created.

5. Click on **create** icon.



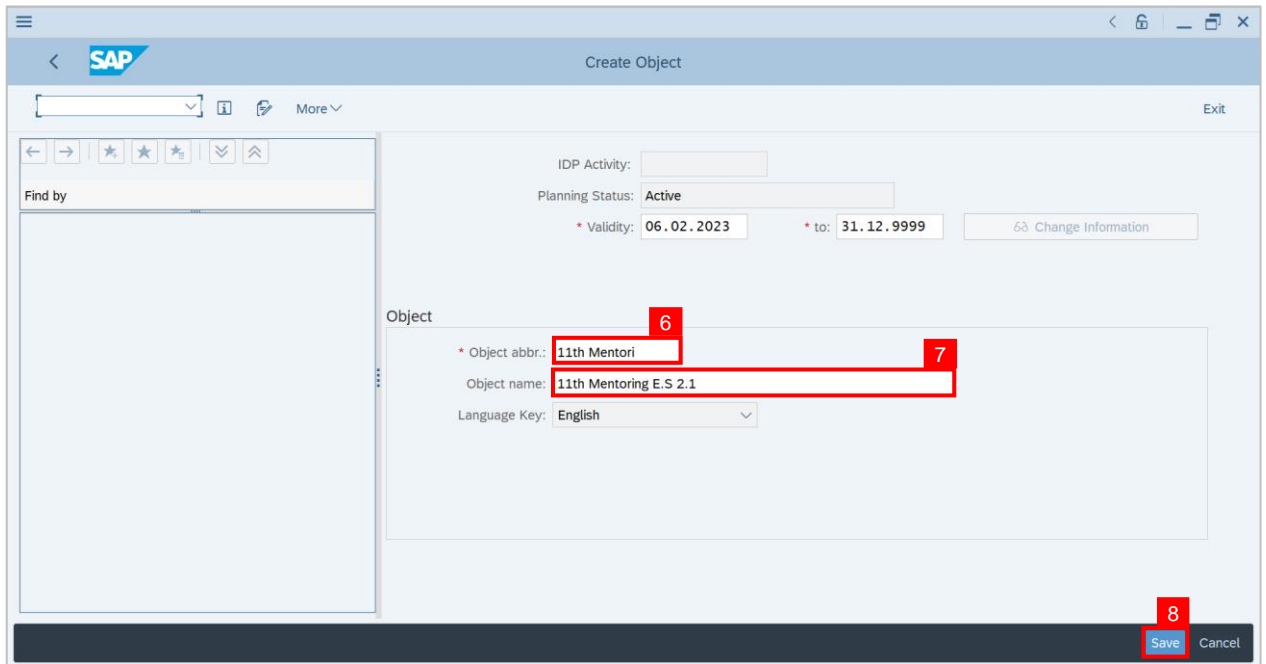
Note: Create Object page will be displayed.



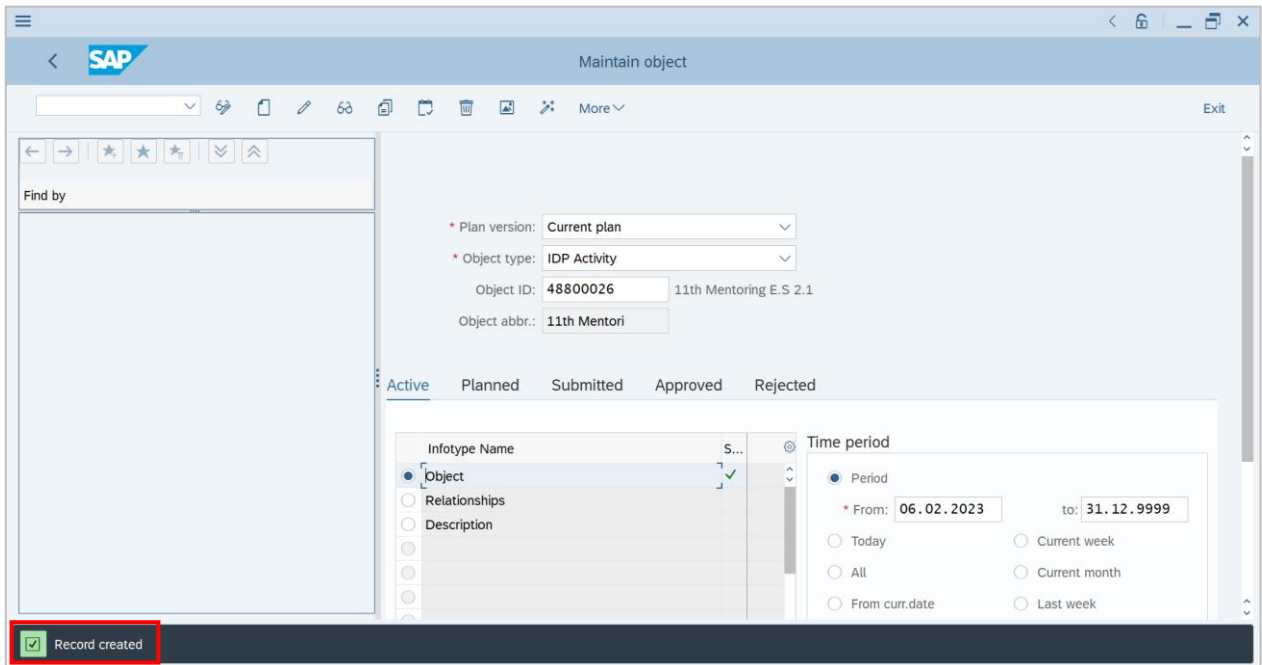
6. Fill in the **Object Abbreviation**.

7. Fill in the **Object Name**.

8. Click on **Save** button.



Outcome: New activity is successfully created.



The screenshot displays the SAP Succession Planning 'Maintain object' interface. The top navigation bar includes the SAP logo and the title 'Maintain object'. Below this is a toolbar with various icons and an 'Exit' button. The main area is divided into several sections:

- Find by:** A search area on the left side.
- Metadata:** Fields for 'Plan version' (Current plan), 'Object type' (IDP Activity), 'Object ID' (48800026), and 'Object abbr.' (11th Mentori).
- Activity Status:** A horizontal menu with tabs for 'Active', 'Planned', 'Submitted', 'Approved', and 'Rejected'. The 'Active' tab is selected.
- Infotype Selection:** A list of infotypes including 'Object', 'Relationships', and 'Description'. The 'Object' infotype is selected and marked with a green checkmark.
- Time period:** A section for selecting a time range, with 'From' set to 06.02.2023 and 'to' set to 31.12.9999. Radio buttons are provided for 'Today', 'All', 'From curr.date', 'Current week', 'Current month', and 'Last week'.

At the bottom left of the screen, a green notification box with a checkmark icon displays the text 'Record created', which is highlighted with a red rectangular border.

MAINTAIN PRE-REQUISITE CRITERIA

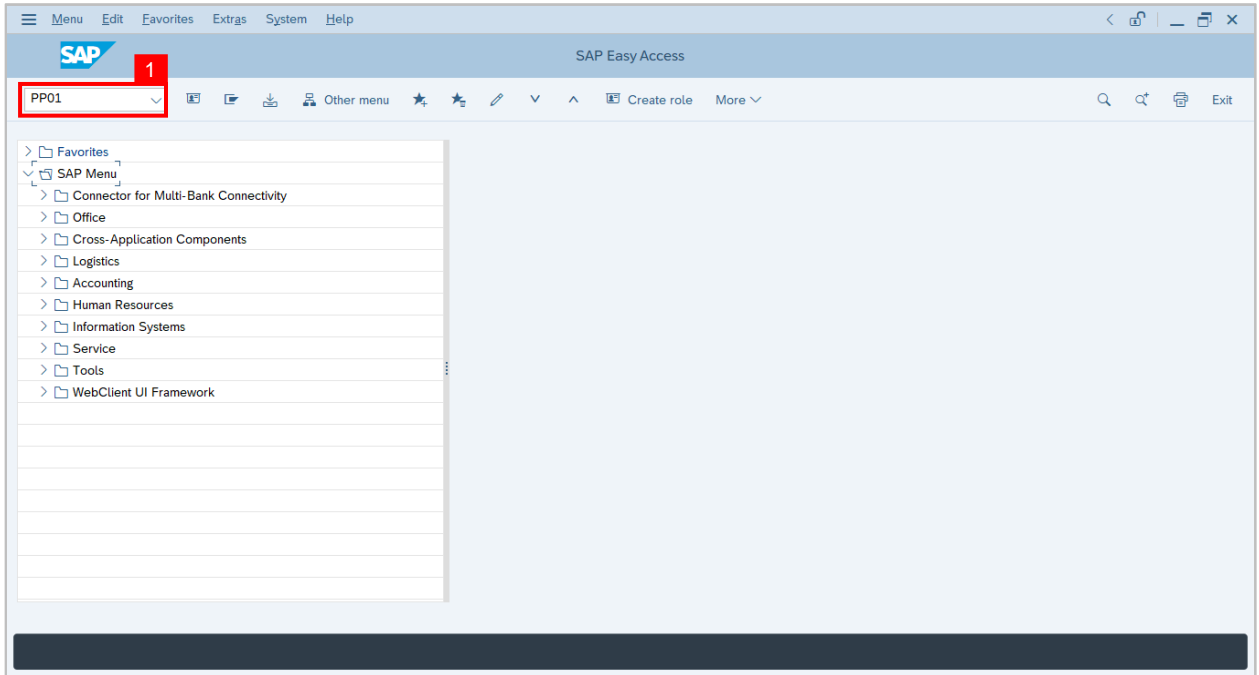
Backend User

JPA CSLP Administrator

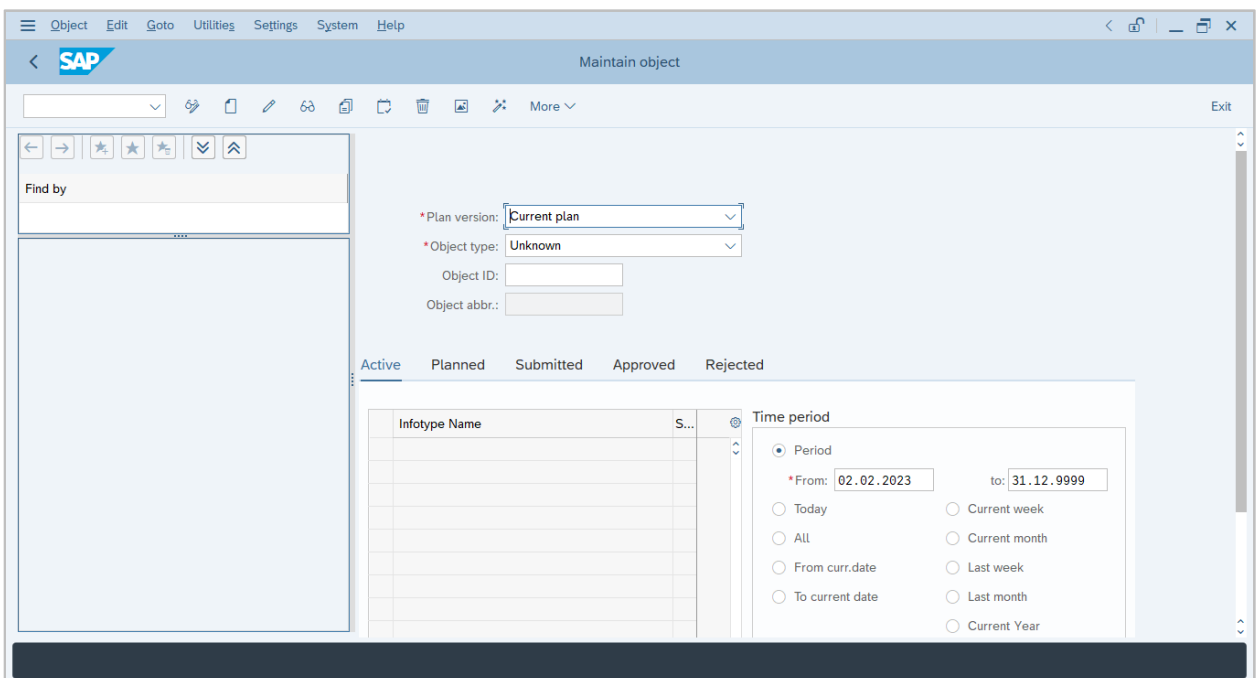
Log into SAP GUI (Back End) and proceed with the following steps.

Note: To set a pre-requisite criteria for the development plan where the employee is supposed to meet before joining the development plan.

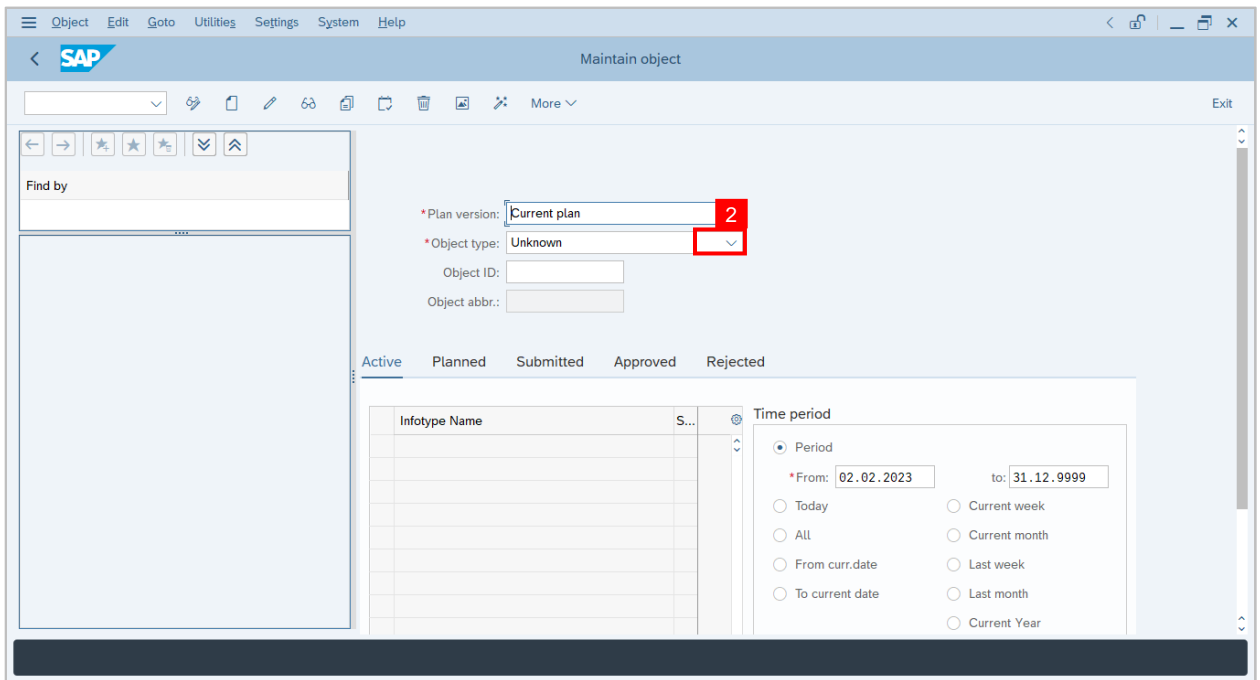
1. Enter **PP01** in the search bar.



Note: Maintain Object page will be displayed.



2. Click on the **dropdown** icon and choose Development Plan.

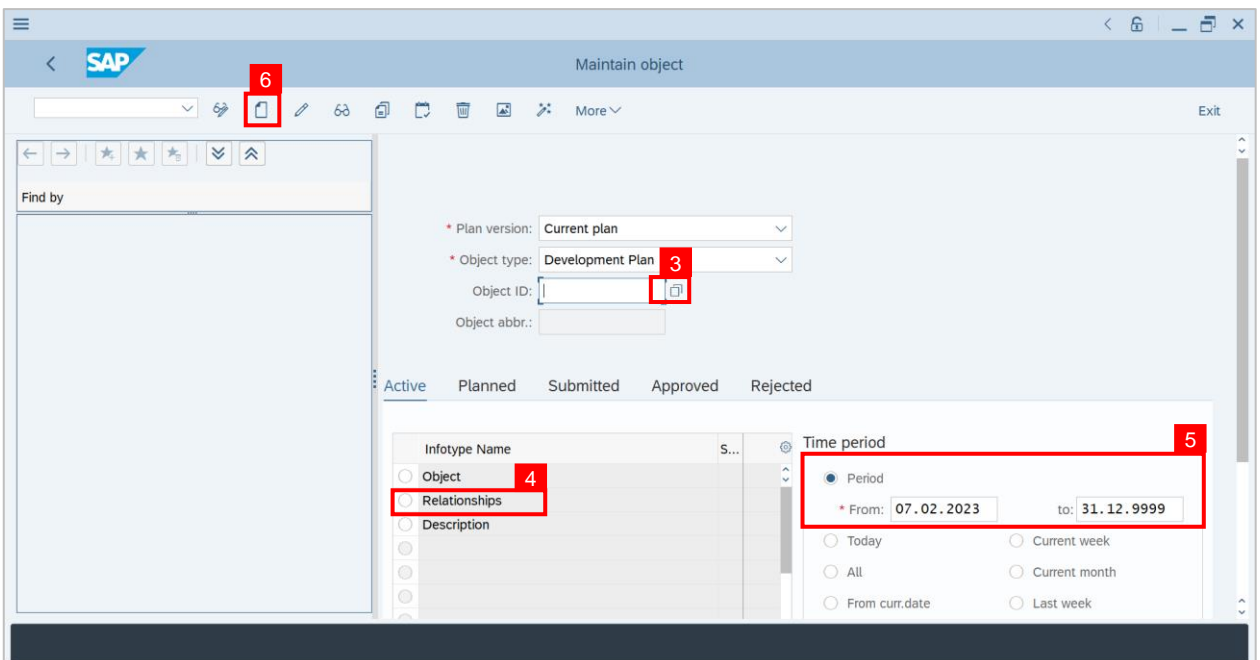


3. Click on **Search term** icon.

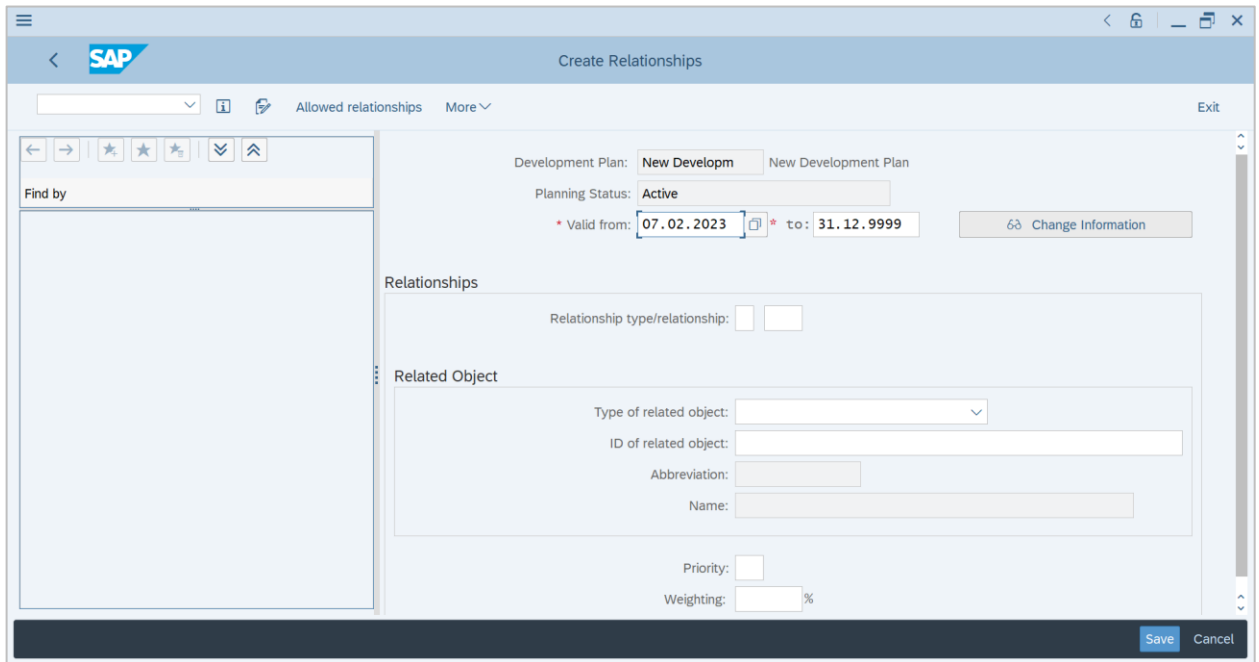
4. Click the **radio button** on Relationships.

5. Fill in the dates when the activity is created.

6. Click on **create** icon.

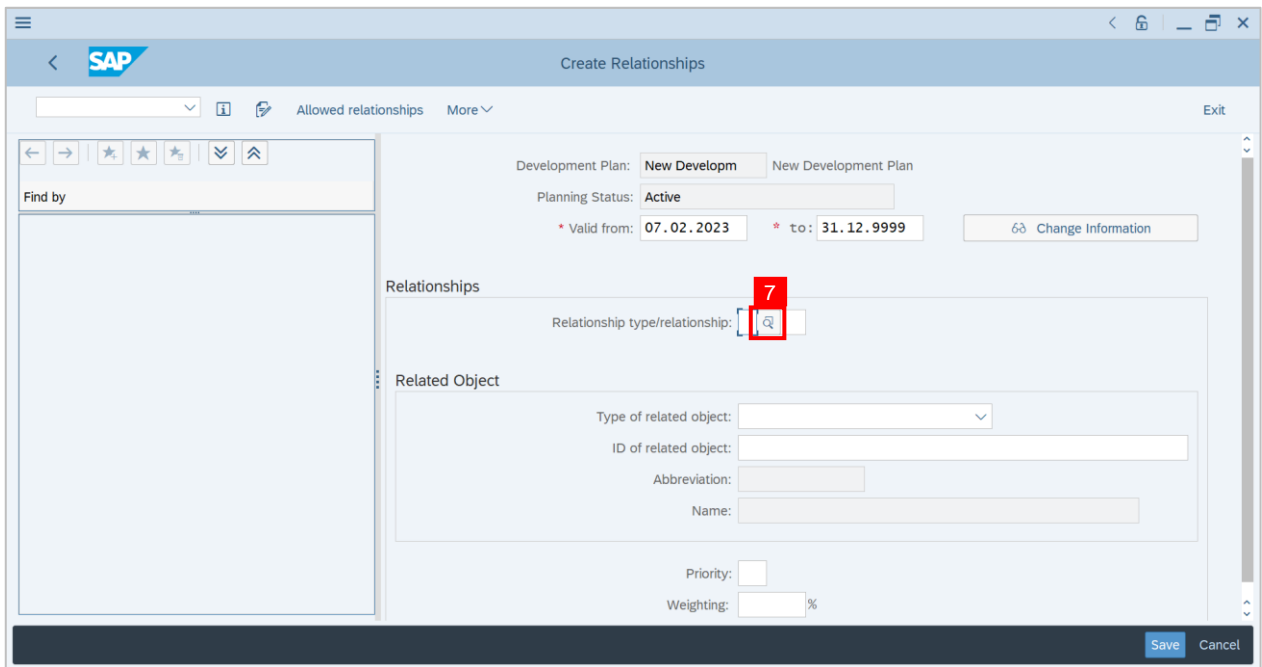


Note: Create Relationship page will be displayed.



The screenshot shows the SAP 'Create Relationships' interface. At the top, there's a navigation bar with the SAP logo and the title 'Create Relationships'. Below this, there's a search bar and a 'Find by' section. The main form area contains several fields: 'Development Plan' (New Developm), 'Planning Status' (Active), and 'Valid from' (07.02.2023) to 'Valid to' (31.12.9999). There's a 'Change Information' button. Below these are sections for 'Relationships' and 'Related Object' with various input fields.

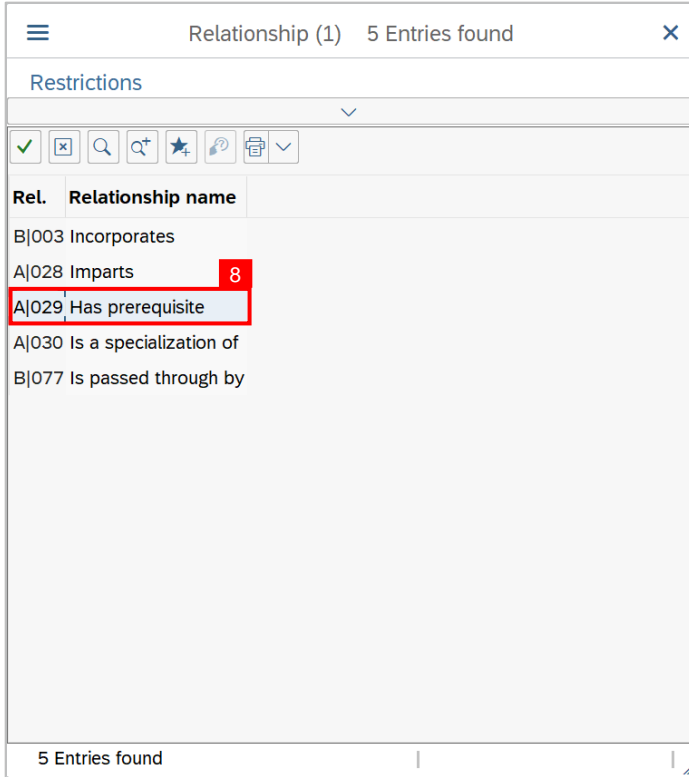
7. Click on **Search** icon.



This screenshot is identical to the previous one, but with a red box highlighting the search icon in the 'Relationship type/relationship' field. The search icon is a magnifying glass symbol.

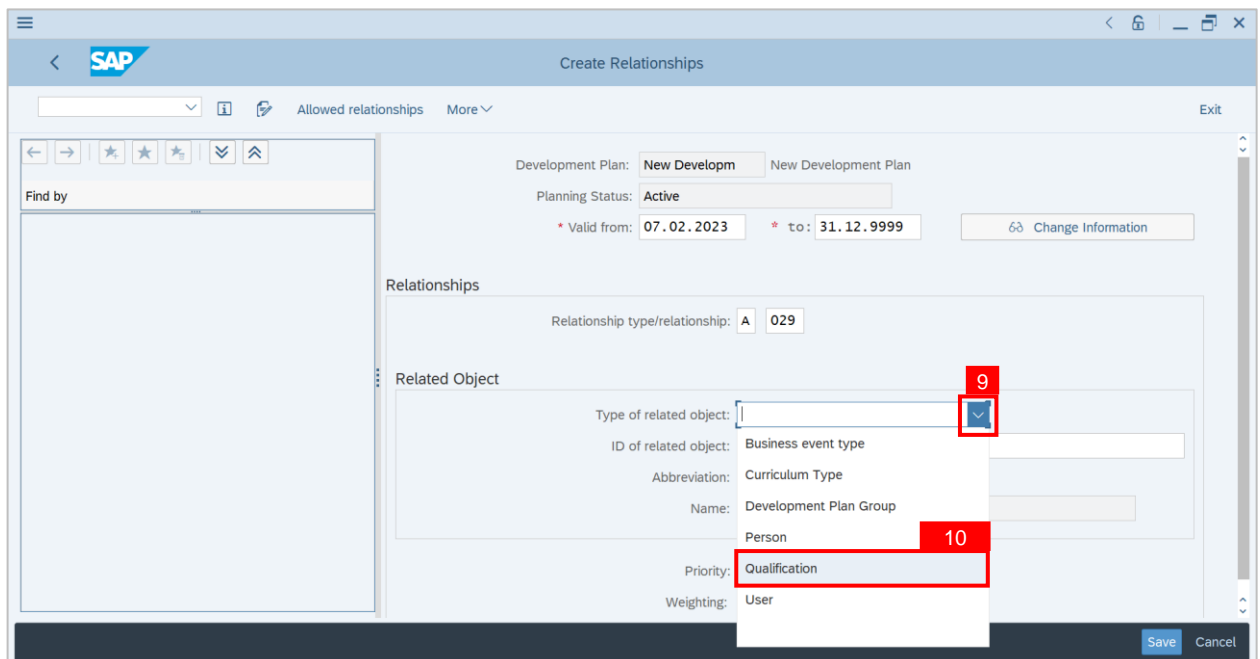
Note: Relationship window will be displayed

8. Click on **A|029 Has prerequisite**.



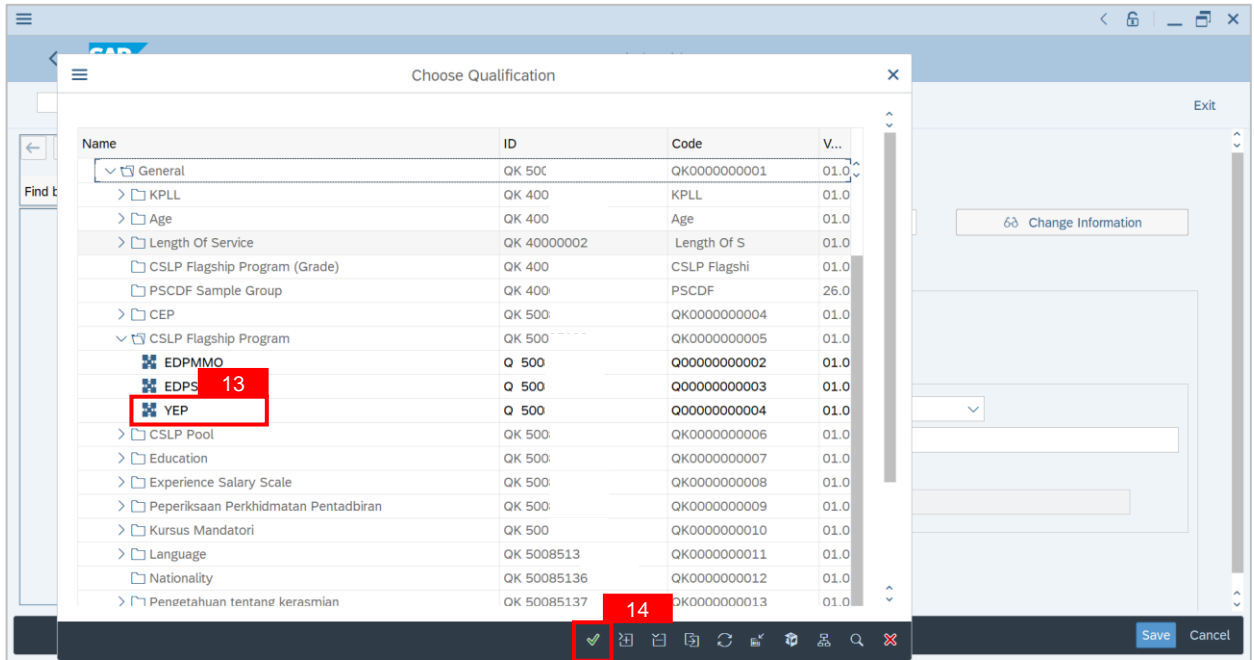
9. Click on **dropdown** icon.

10. Choose **Type of related object**. For Example; **Qualification**.

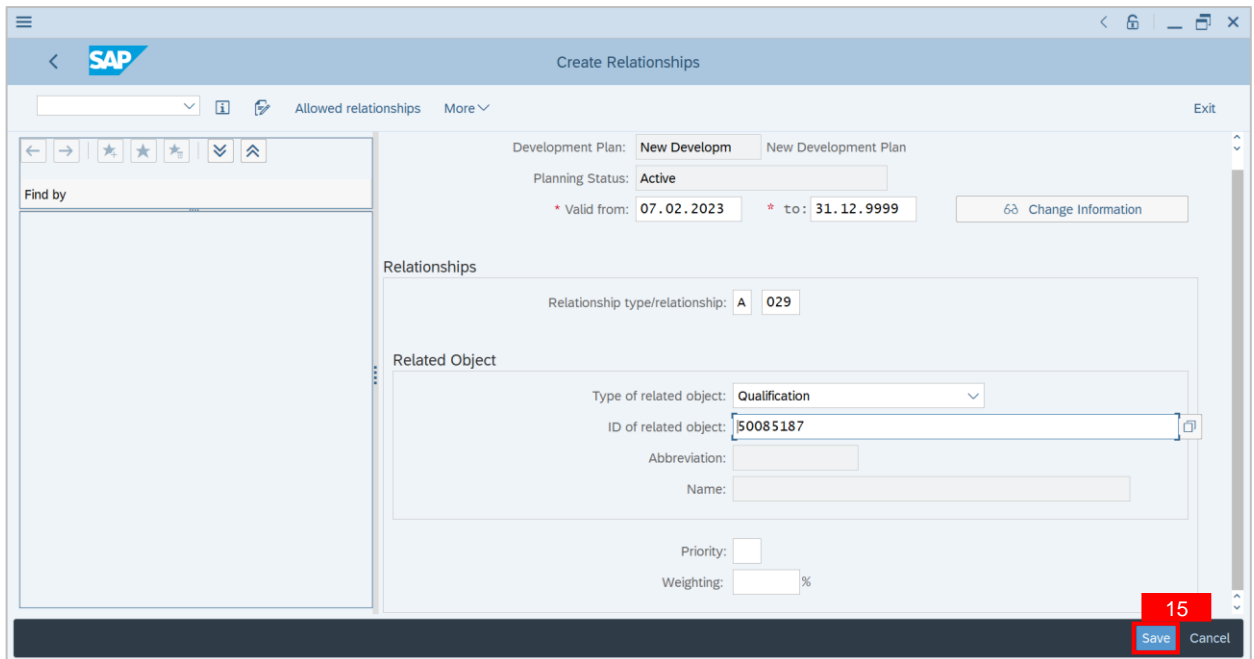


13. Click on **Qualification**. For Example; **YEP**.

14. Click on **green tick icon**.



15. Click on **Save** button.

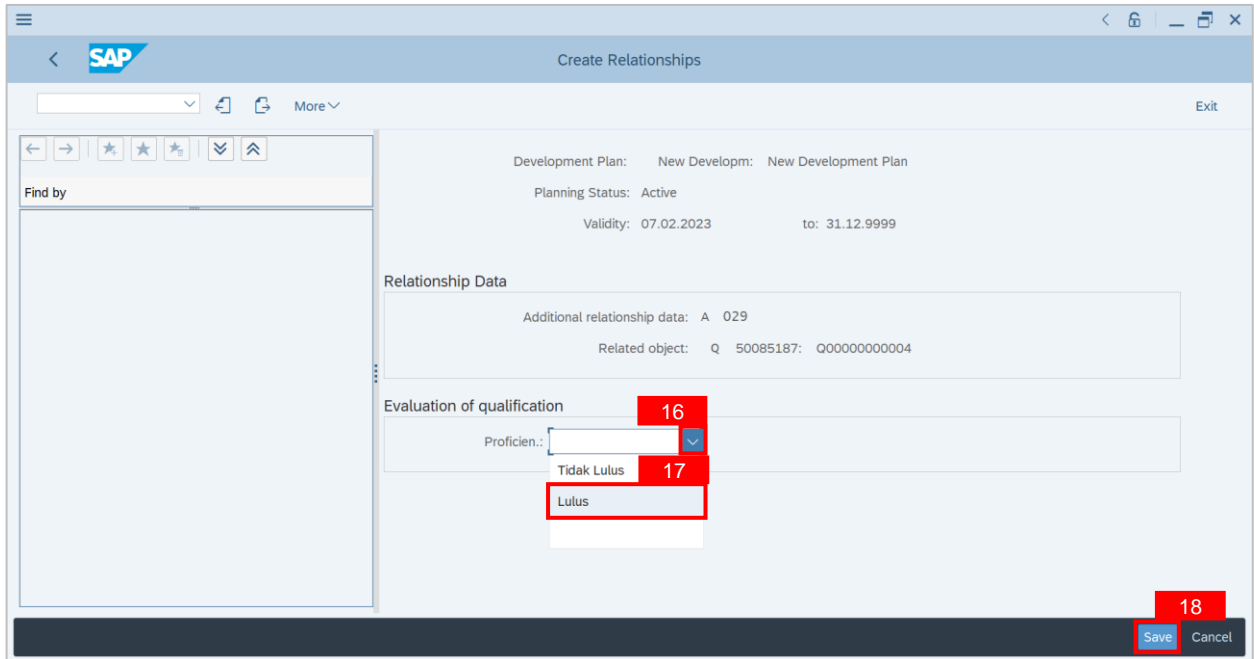


Note: Create Relationship Page will be displayed.

16. Click on the **dropdown** icon.

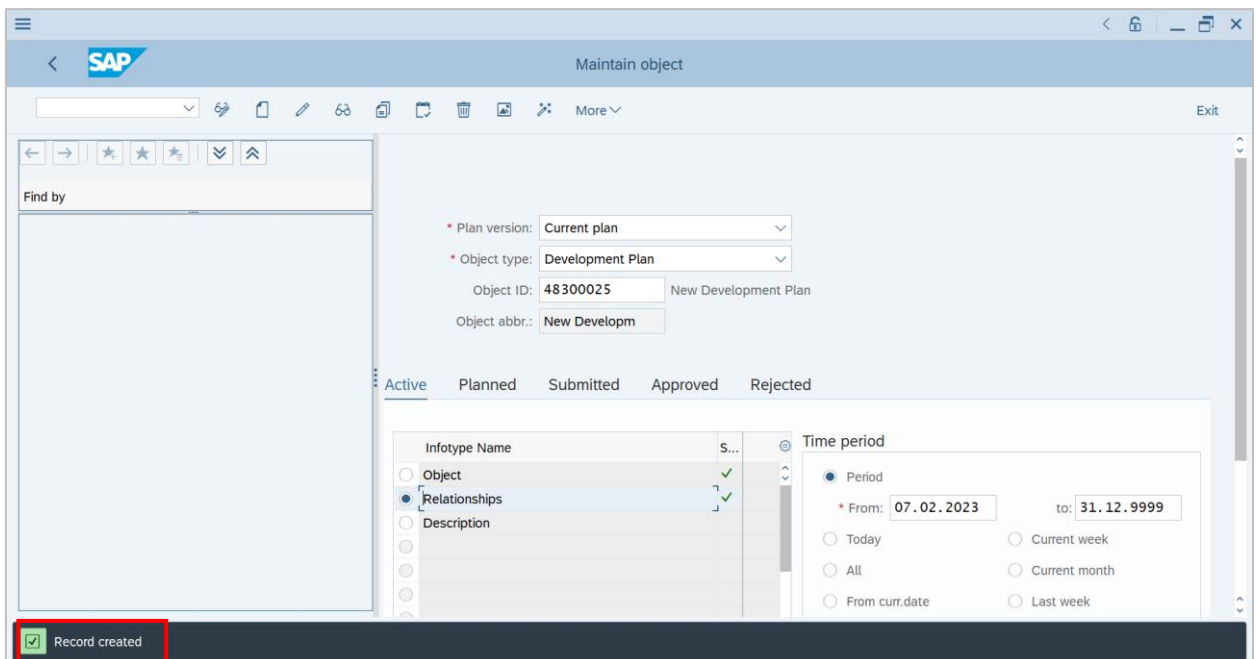
17. Choose **Proficiency**. For Example: **Lulus**.

18. Click on **Save** button.



The screenshot shows the SAP 'Create Relationships' interface. The 'Proficien.' dropdown menu is open, with 'Lulus' selected. The 'Save' button is highlighted with a red box. The interface includes a 'Find by' search bar, a 'Relationship Data' section with 'Additional relationship data: A 029' and 'Related object: Q 50085187: Q00000000004', and an 'Evaluation of qualification' section. The 'Save' button is located at the bottom right of the screen.

Outcome: New pre-requisite is successfully created.



The screenshot shows the SAP 'Maintain object' interface. The 'Record created' message is visible at the bottom left. The interface includes a 'Find by' search bar, a 'Plan version: Current plan' dropdown, an 'Object type: Development Plan' dropdown, and an 'Object ID: 48300025' field. The 'Active' tab is selected, and the 'Relationships' infotype is highlighted in the list. The 'Time period' section shows 'From: 07.02.2023' and 'to: 31.12.9999'.

**IMPART QUALIFICATION
ACHIEVED**

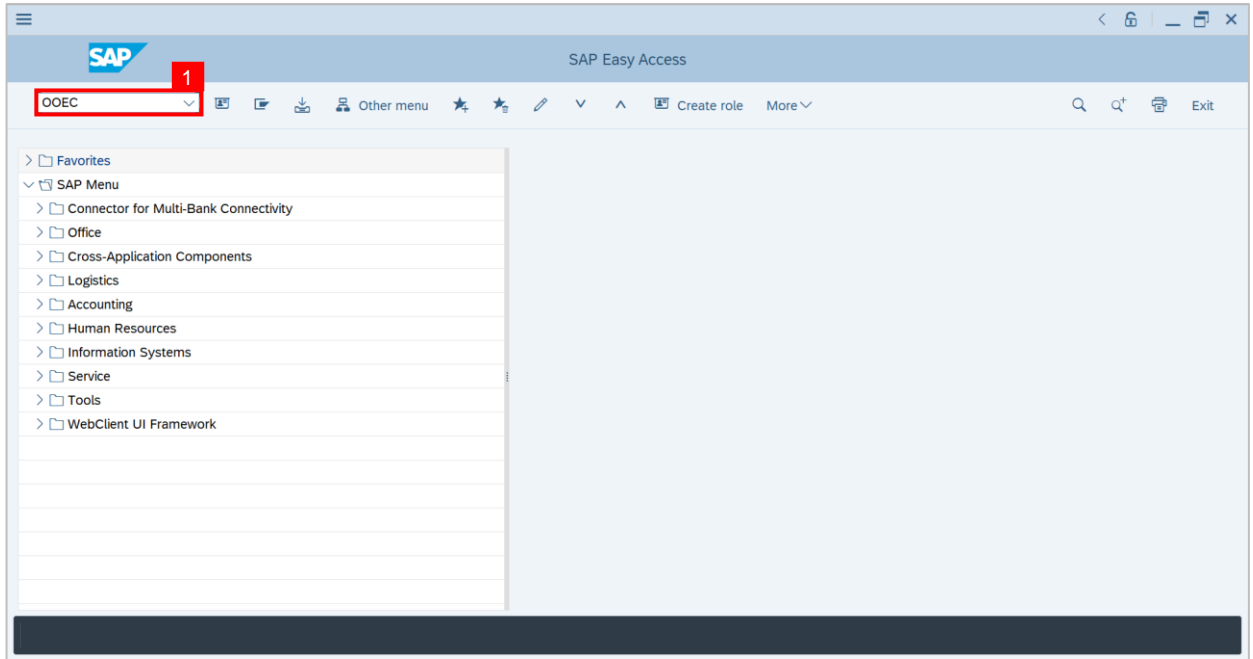
Backend User

JPA CSLP Administrator

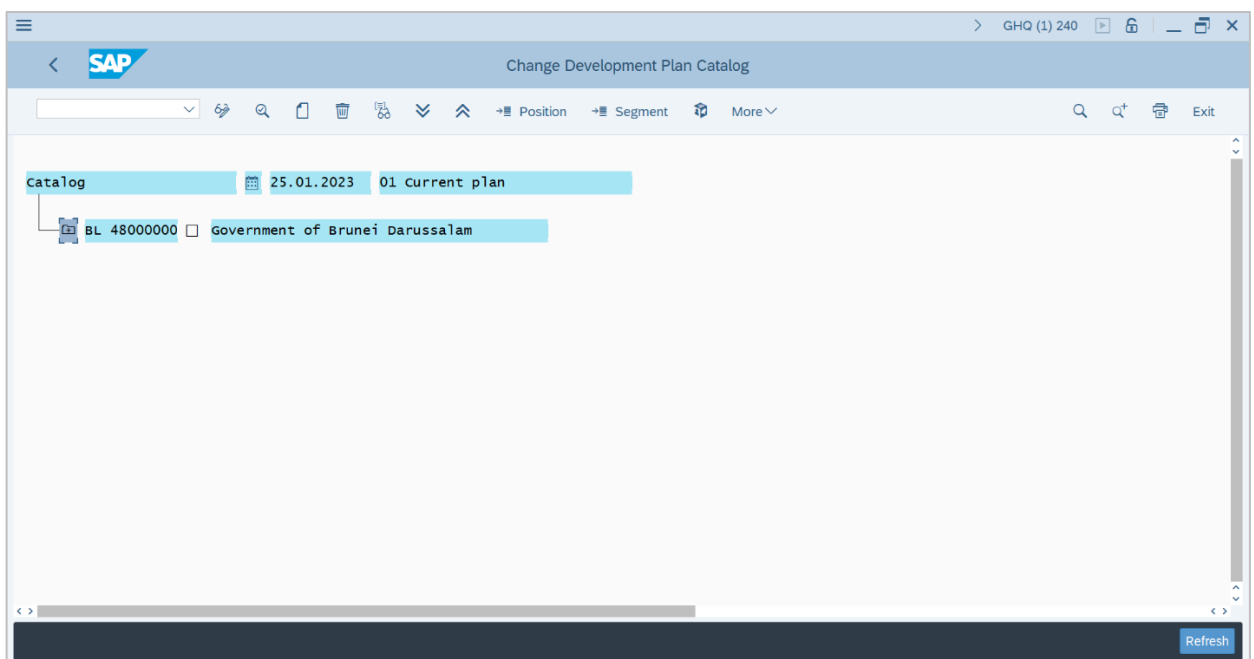
Log into SAP GUI (Back End) and proceed with the following steps.

Note: This is to set the qualifications that the employee will achieve once they completed the development plan.

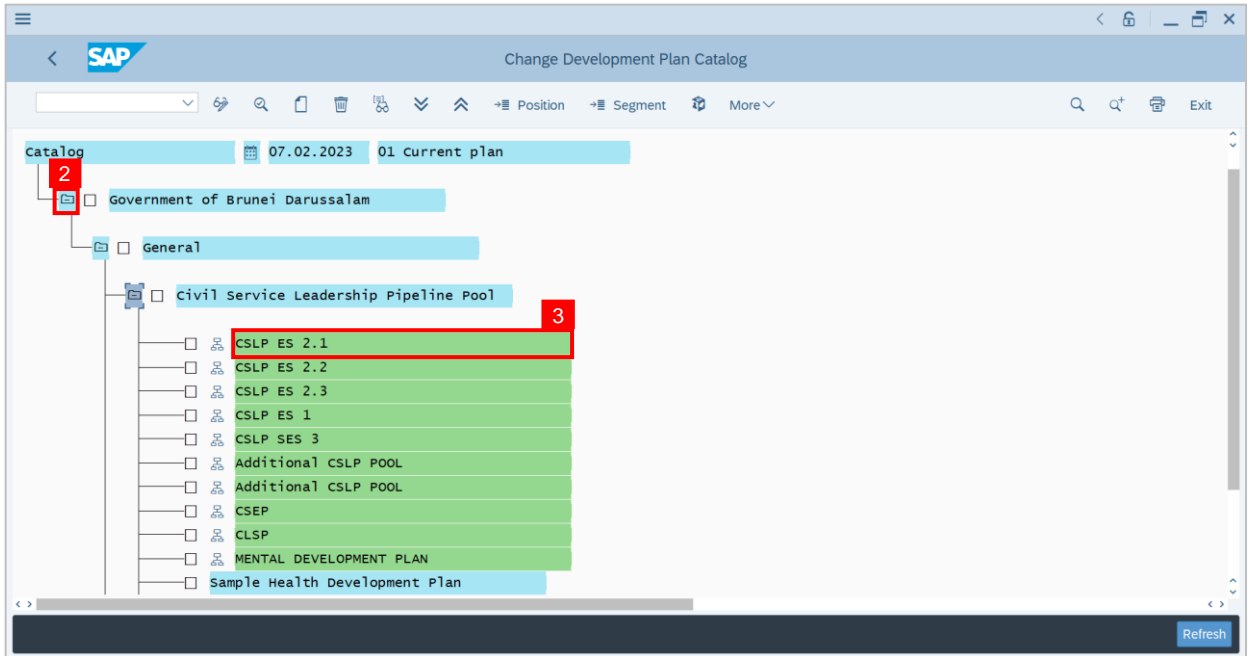
1. Enter **OOEC** in the search bar.



Note: Change Development Plan Catalog page will be displayed.

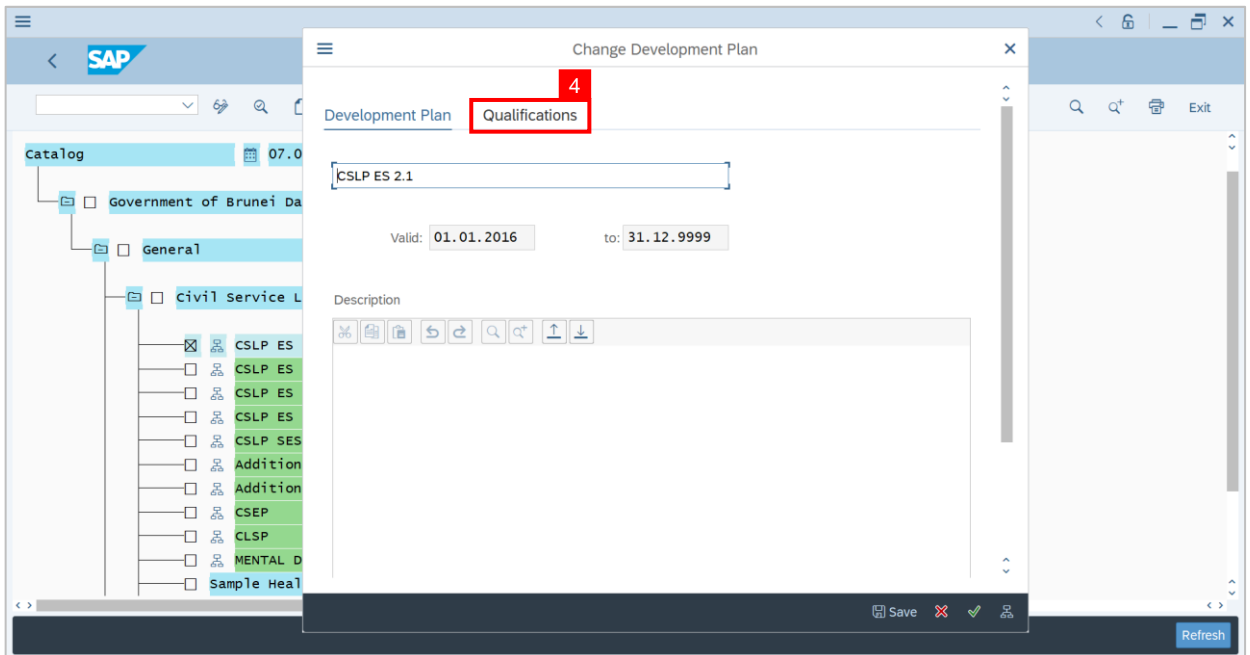


2. Click on the **dropdown** icon.
3. Double click on **CSLP ES 2.1**.

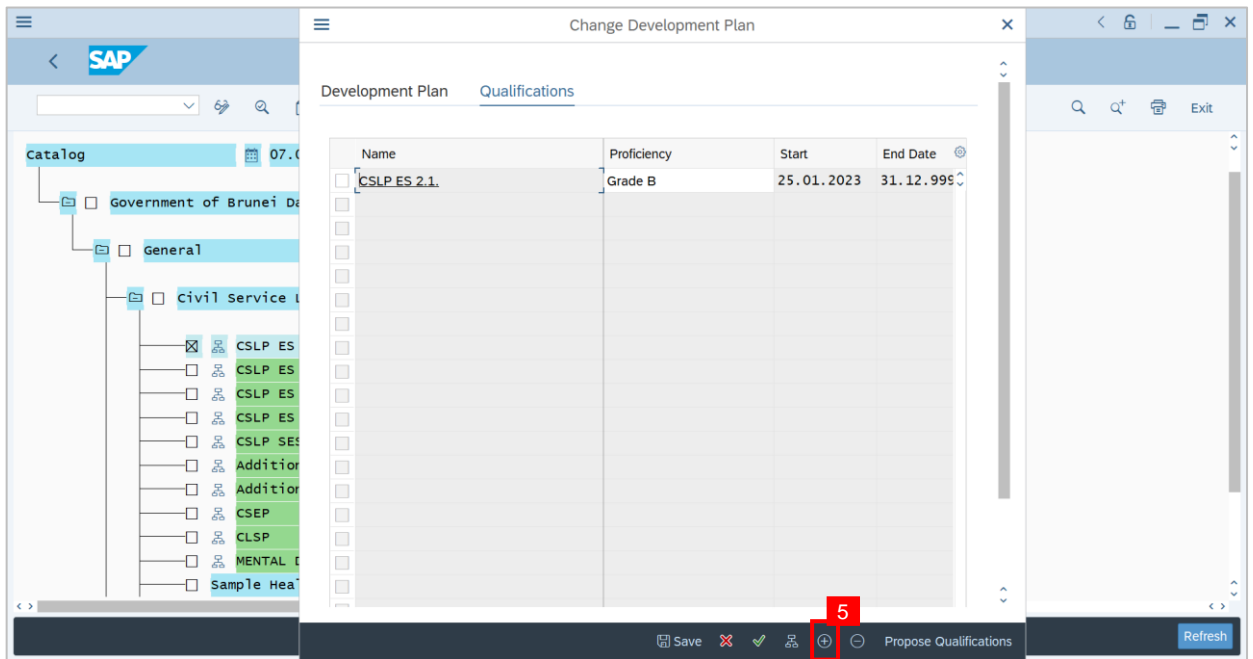


Note: Change Development Plan Catalog window will be displayed.

4. Click on **Qualifications** tab.

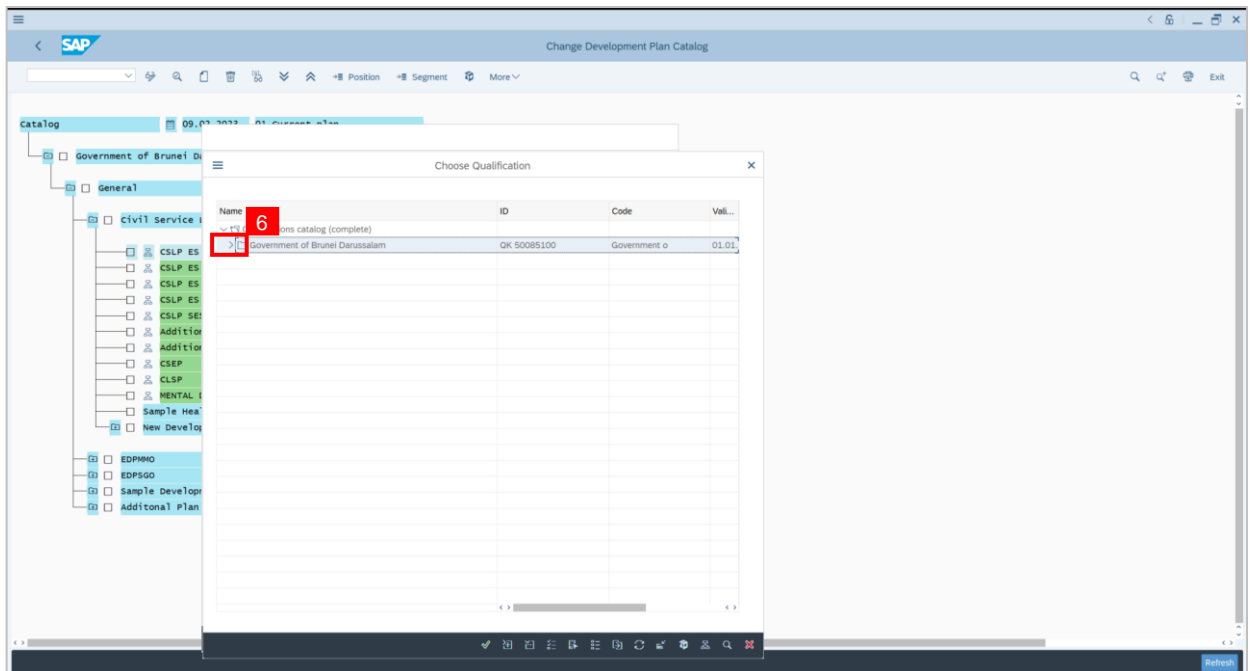


5. Click on **Insert Qualification** icon.



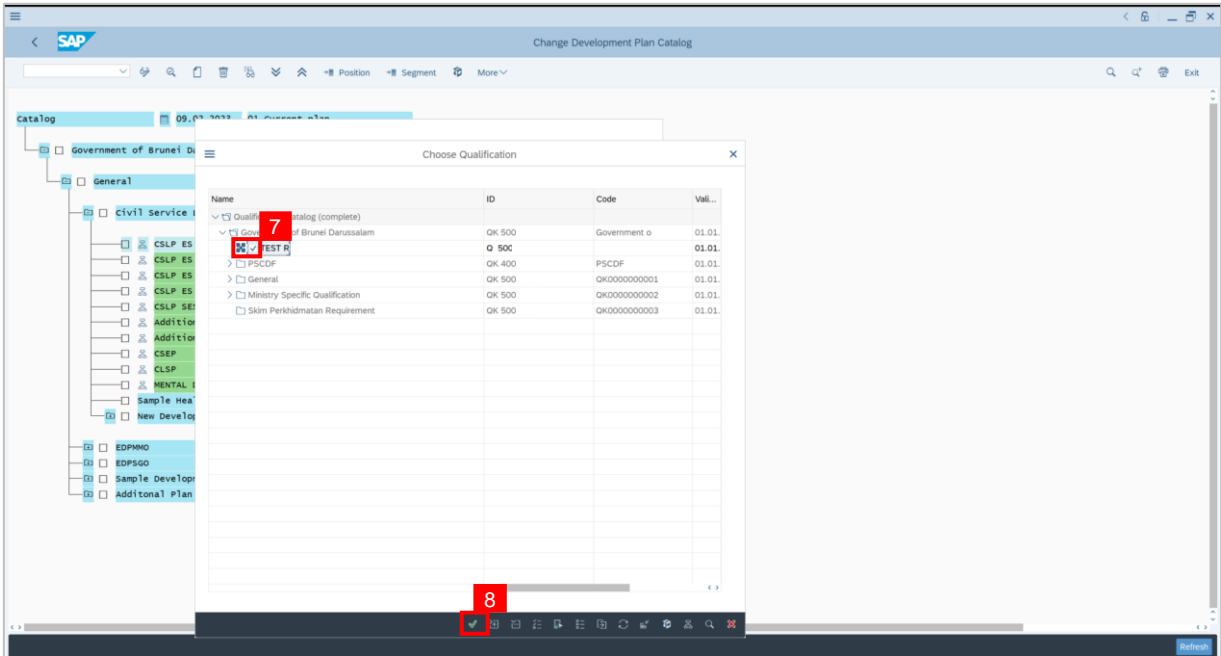
Note: Choose Development Plan window will be displayed.

6. Click on the **dropdown** icon to display more qualification options.

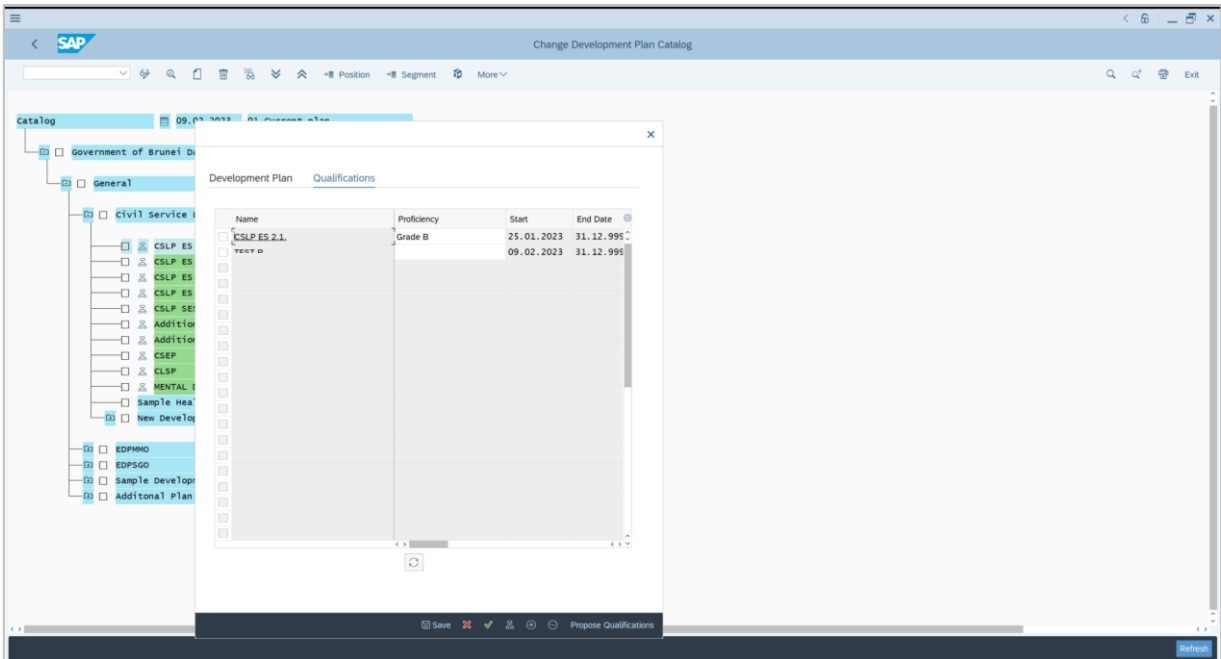


7. Click on the **checkbox** icon to select qualification.

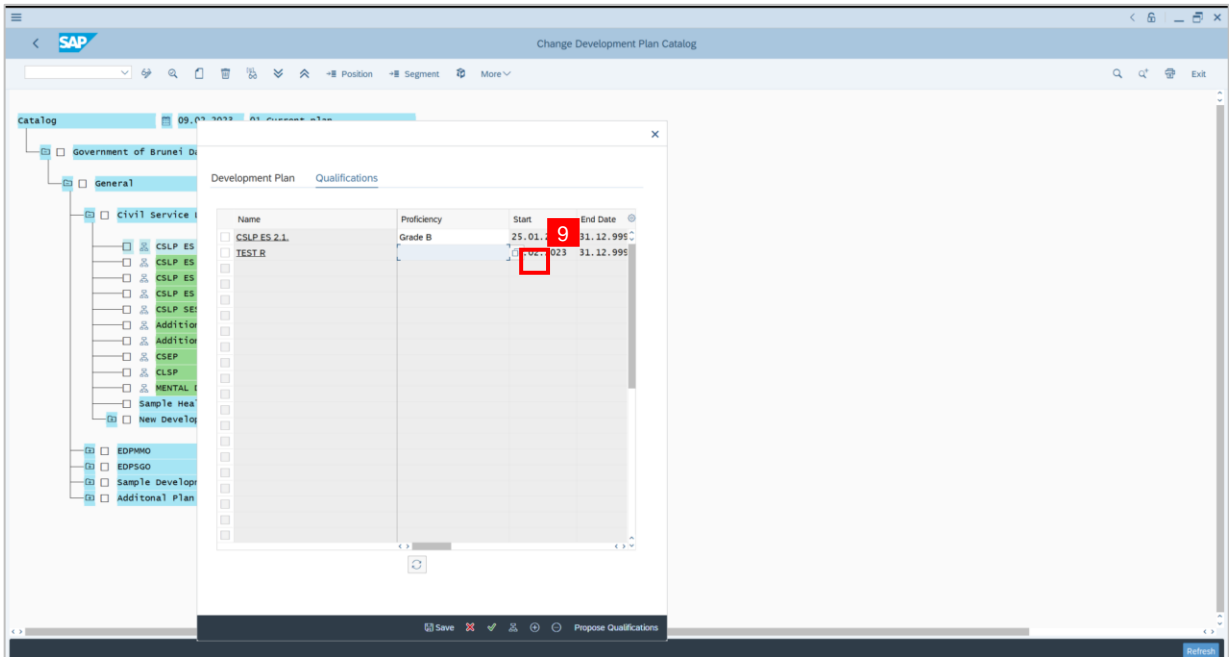
8. Click on the **tick** icon.



Note: Change Development Plan window will be displayed.

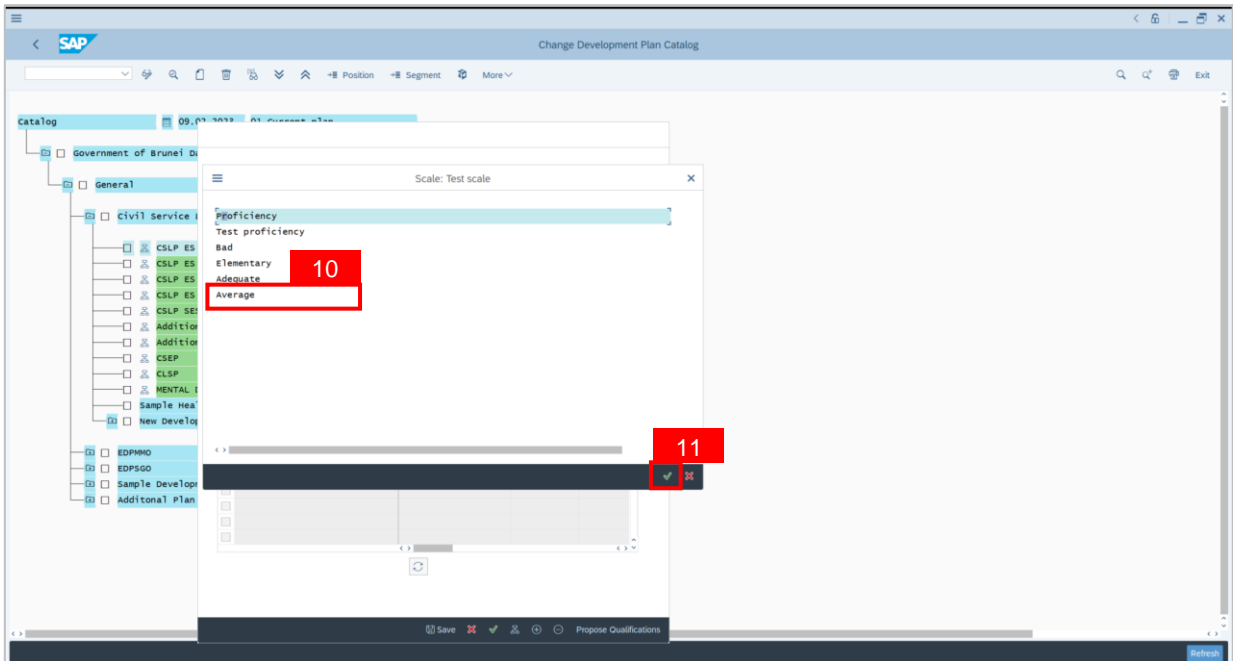


9. Click on the icon to choose proficiency.

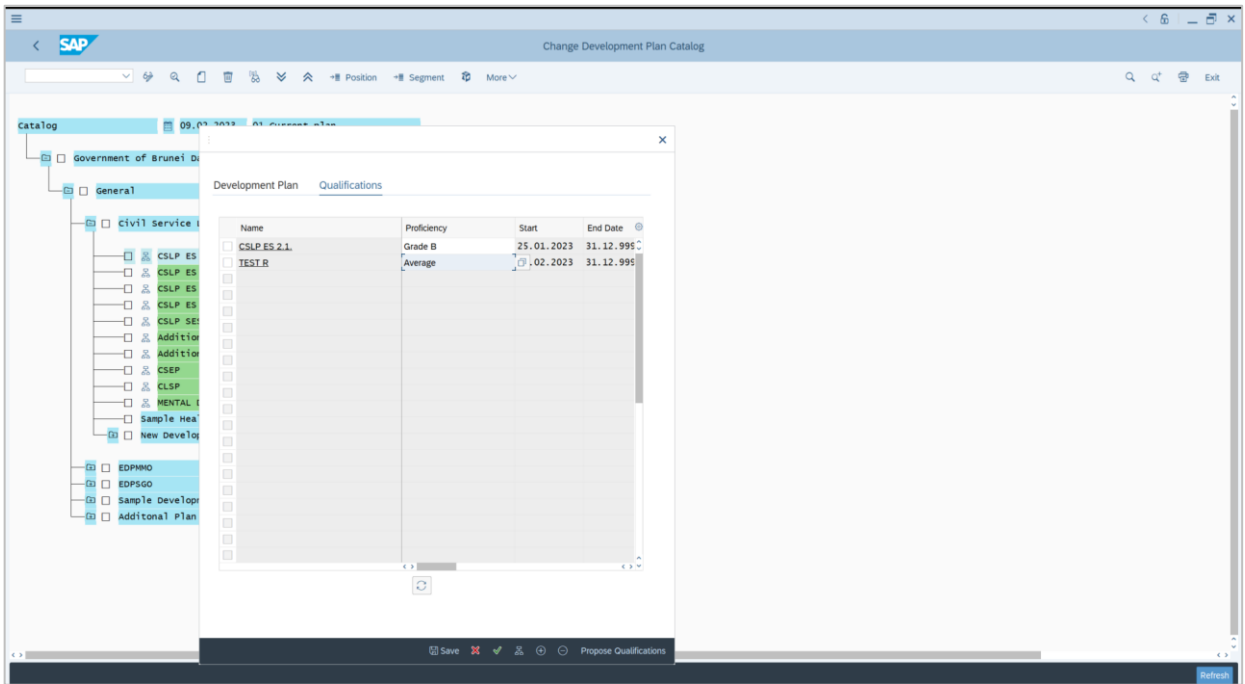


10. Double click on the proficiency **Average**.

11. Or click on proficiency **Average** and click the **tick** icon.

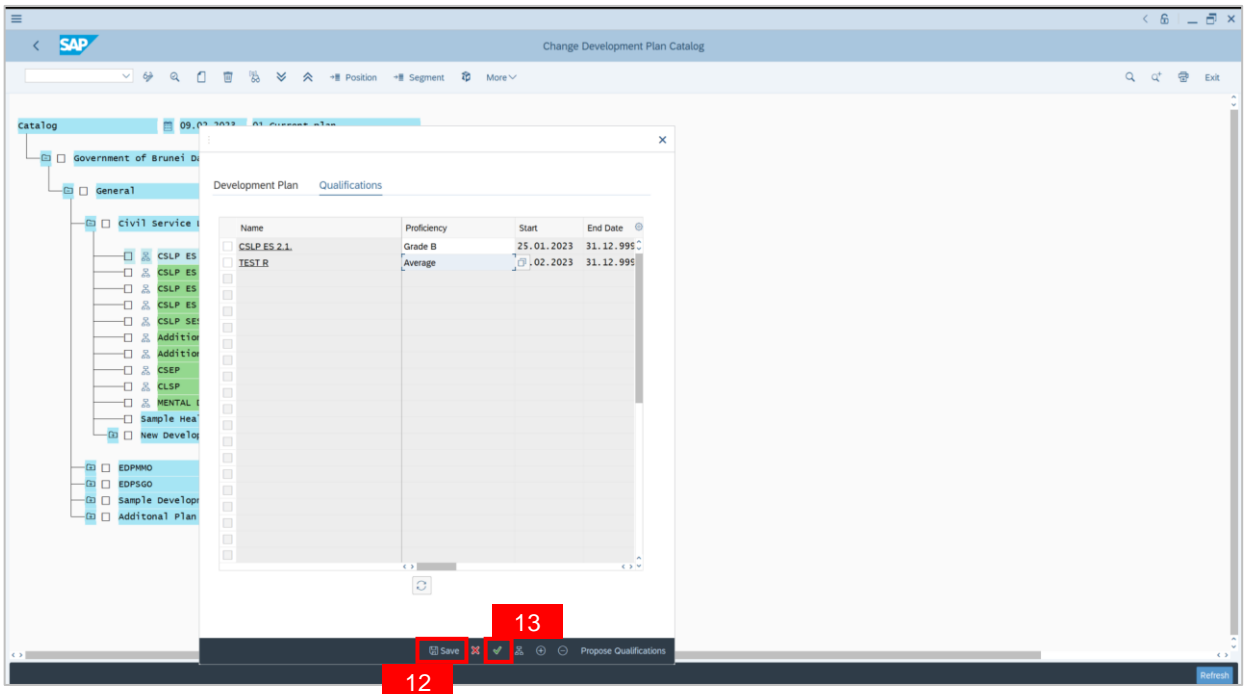


Note: Proficiency will be shown in the Change Development Plan.



12. Click on **Save** button

13. Click on the **tick** icon.



Outcome: New Imparted Qualifications are saved successfully.

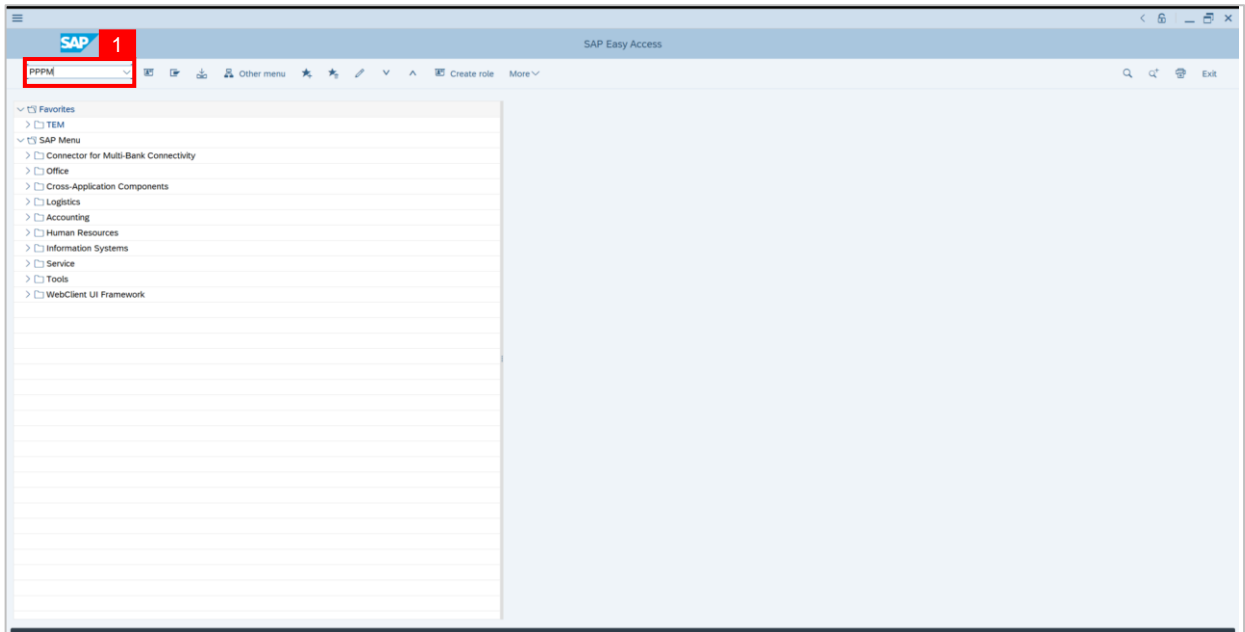
ASSIGN PERSON TO CSLP

Backend User

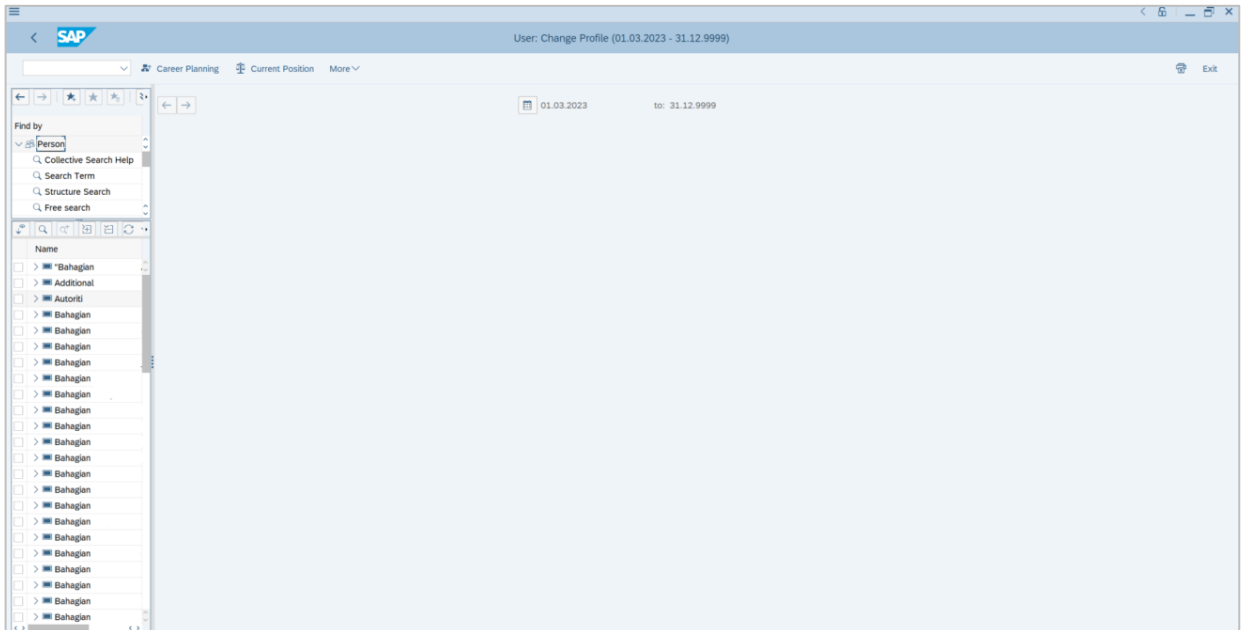
JPA CSLP Administrator

Log into SAP GUI (Back End) and proceed with the following steps.

1. Enter **PPPM** in the search bar.

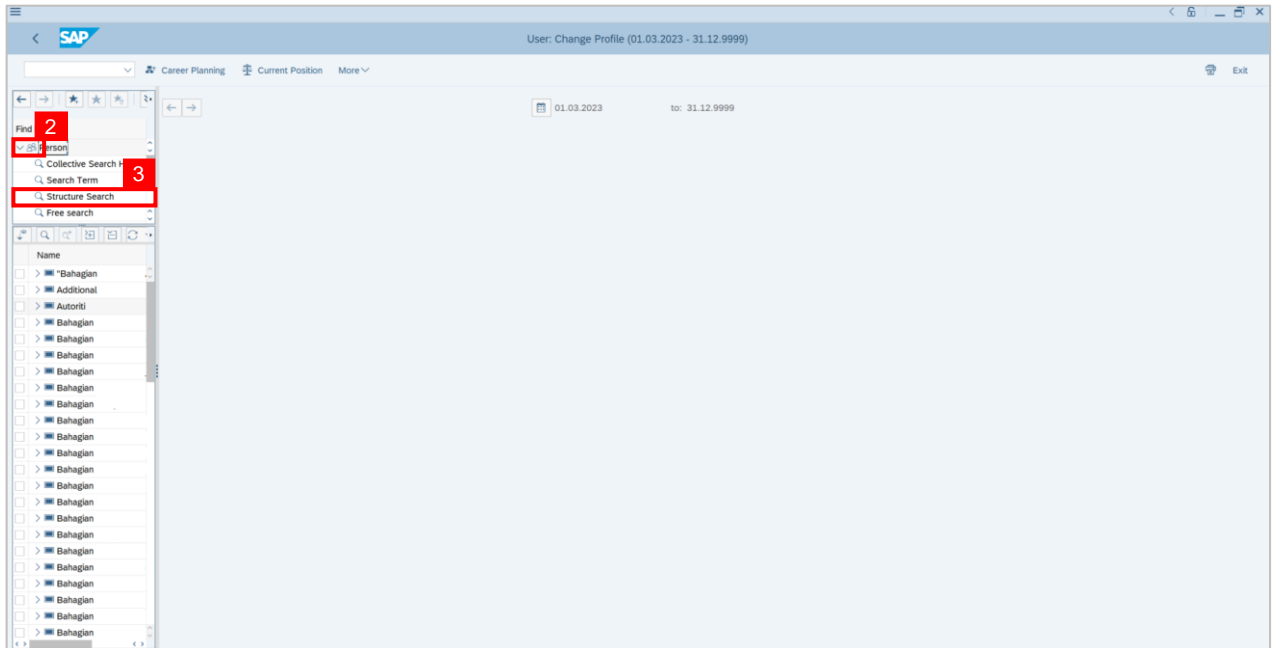


Note: User Change Profile page will be displayed.

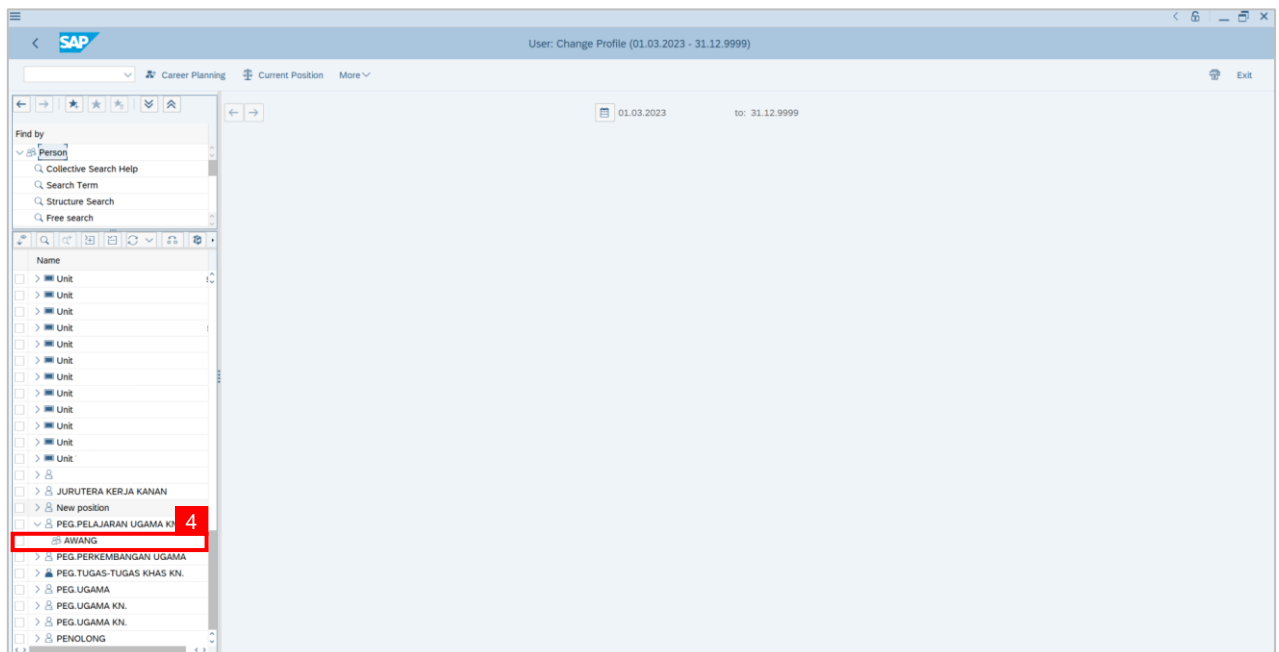


2. Navigate to **Find by** and click **dropdown** on person.

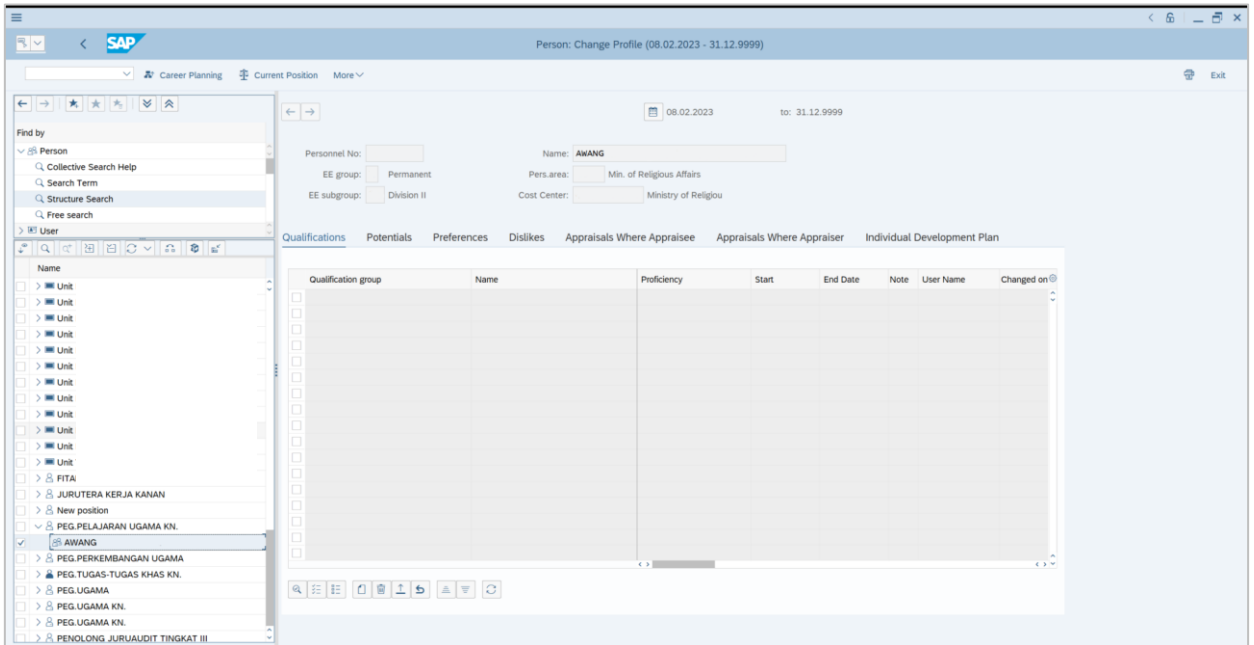
3. Click on **Structure Search**.



4. **Double click** on the selected person.

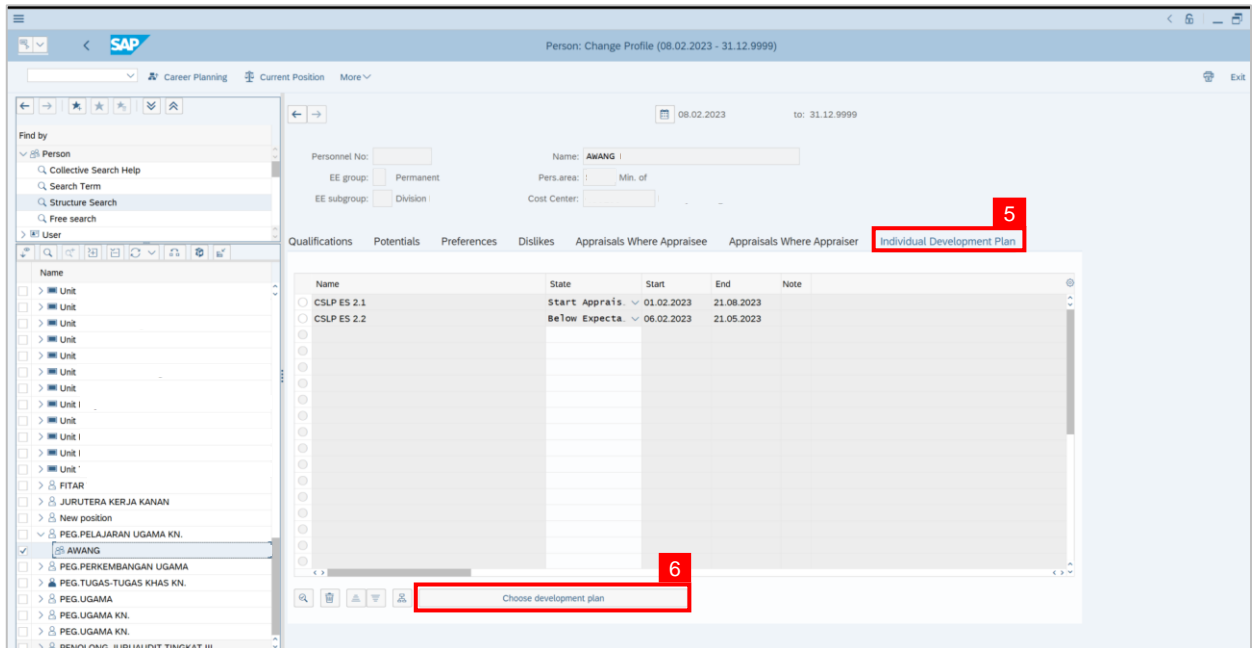


Note: Person: Change Profile page will be displayed.

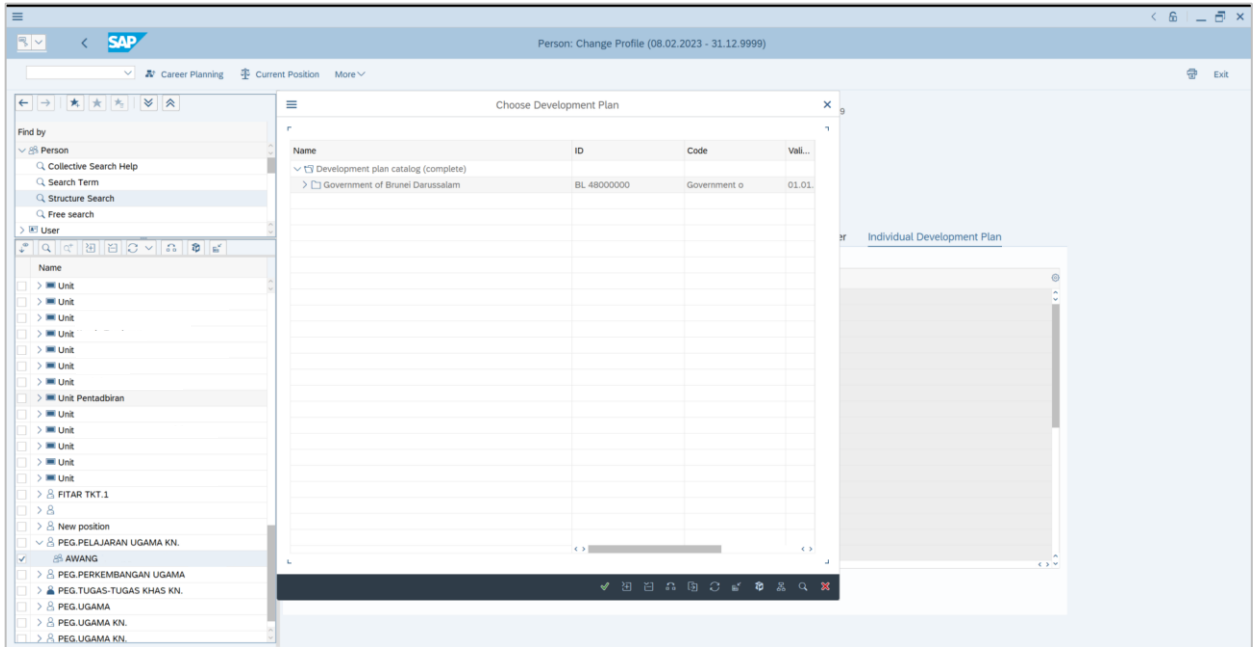


5. Navigate to **Individual Development Plan** tab.

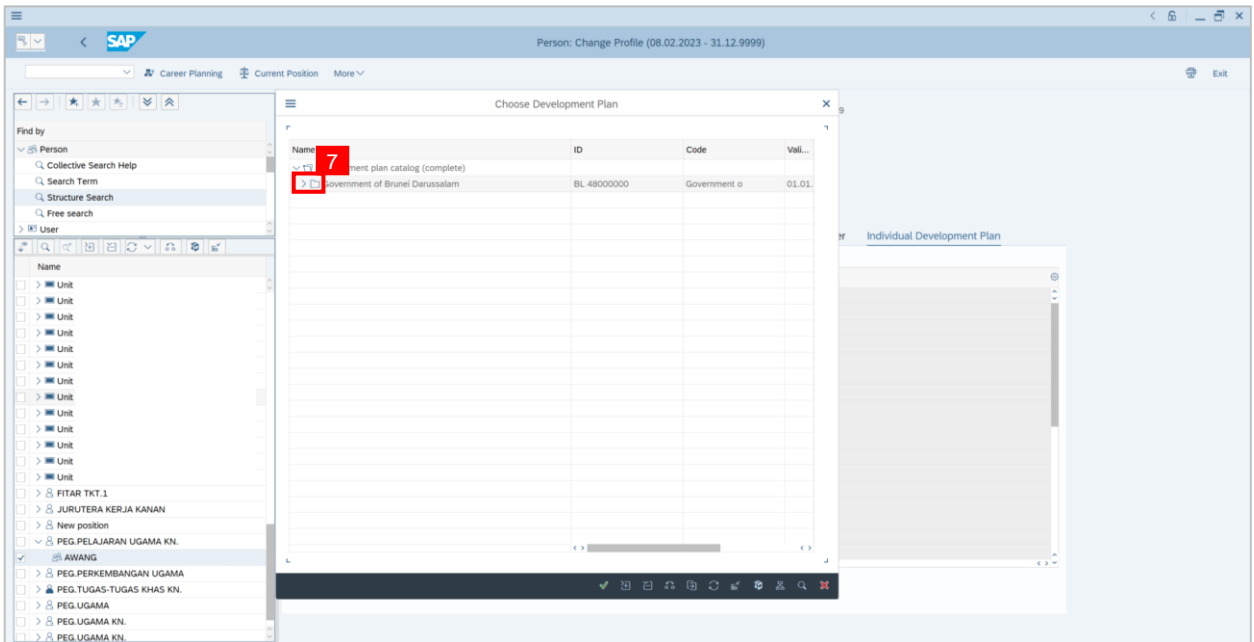
6. Click on **Choose development plan** button.



Note: Choose Qualification window will be displayed.

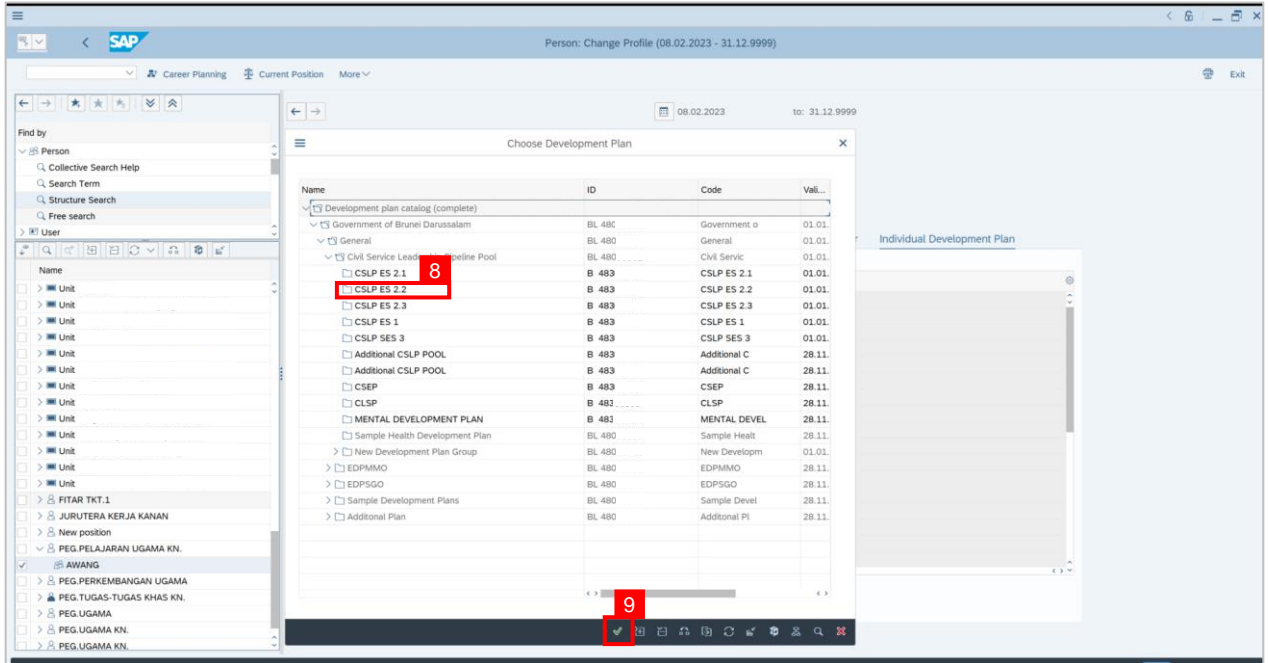


7. Click on the **dropdown** icon to displayed more qualification options.

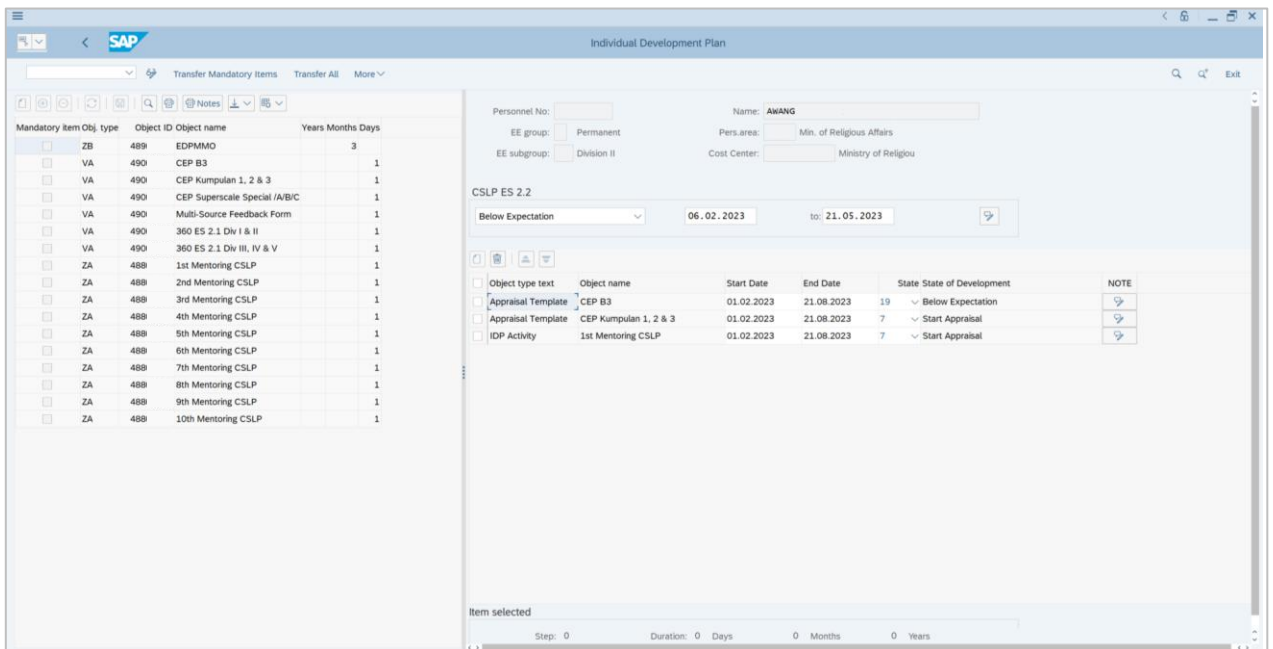


8. Double click on **CSLP ES 2.2**

9. Or click **CSLP ES 2.2** and click the **tick** icon.

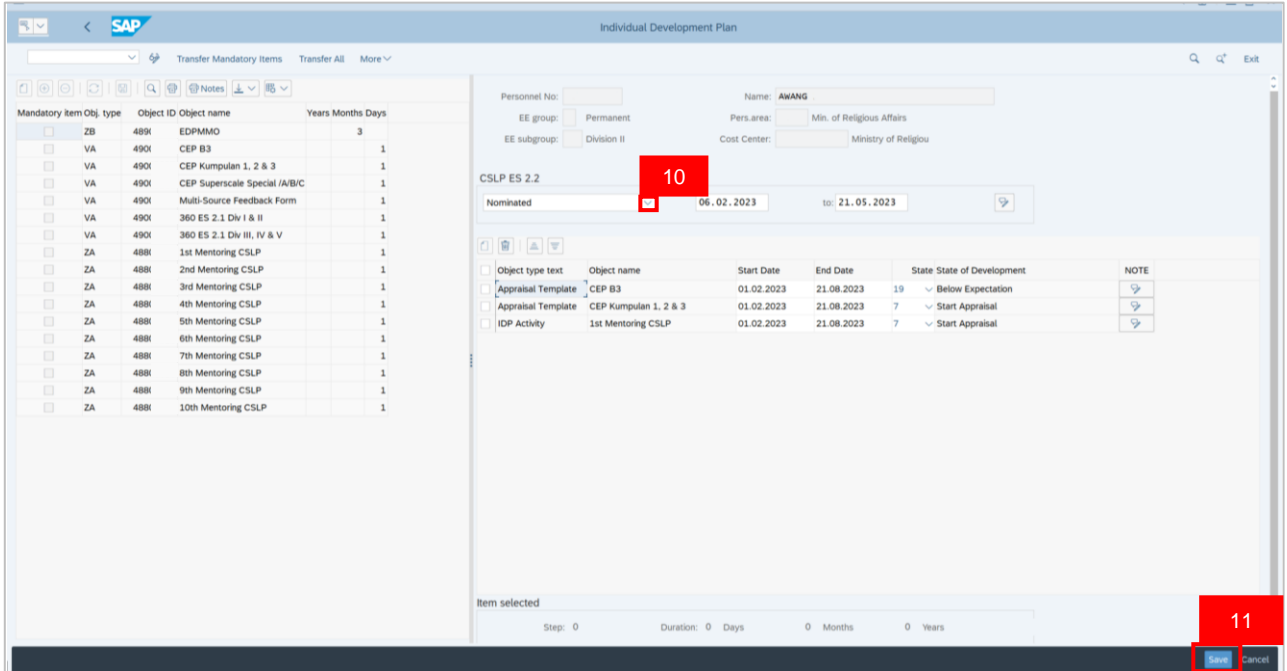


Note: Individual Development Plan page will be displayed.



10. Click on the **dropdown** icon to choose the status of the activity. For example: **Nominated**.

11. Click on **Save** button.



The screenshot displays the SAP Individual Development Plan (IDP) interface. On the left, there is a table of mandatory items with columns for Object ID, Object name, and duration in Years, Months, and Days. The right side shows the details for a selected item, including personnel information (Name: AWANG, Pers. area: Min. of Religious Affairs), CSLP ES 2.2, and a status dropdown menu. A red box with the number '10' highlights the dropdown menu, which is currently set to 'Nominated'. Below the dropdown, there is a table of activities with columns for Object type text, Object name, Start Date, End Date, State, State of Development, and NOTE. At the bottom right, a red box with the number '11' highlights the 'Save' button.

Outcome: Successfully Assigned Person to CSLP Program.

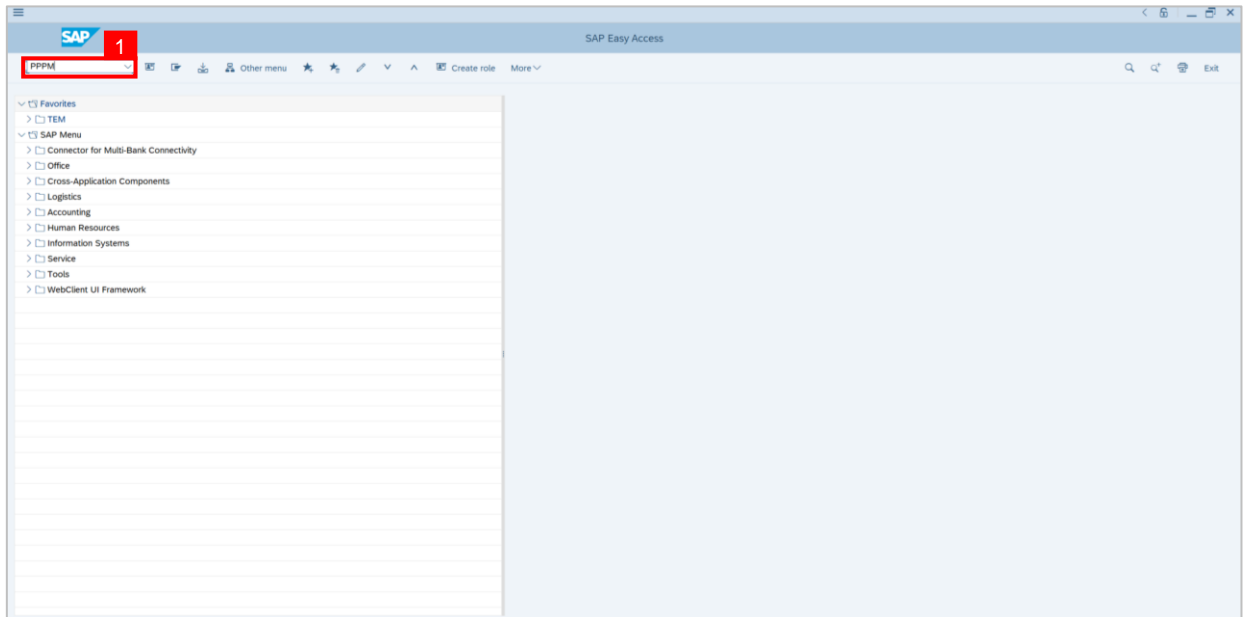
MENTORING SESSION

Backend User

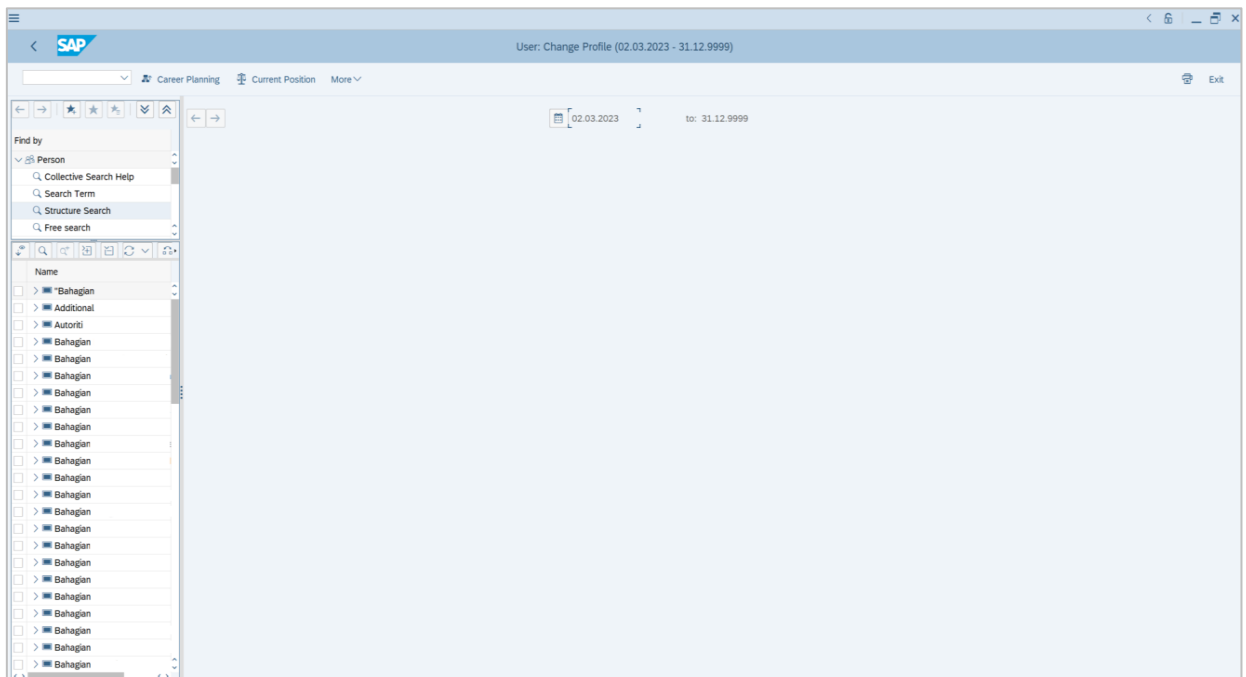
JPA CSLP Administrator

Log into SAP GUI (Back End) and proceed with the following steps.

1. Enter **PPPM** in the search bar.

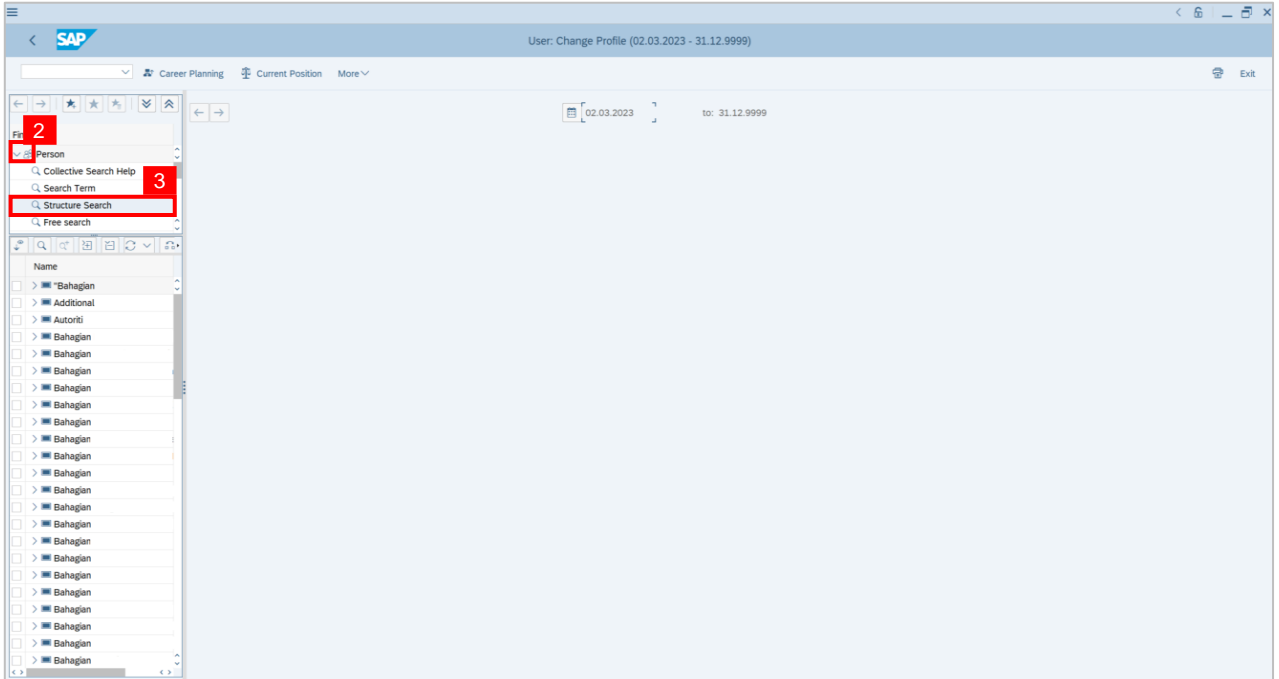


Note: User Change Profile page will be displayed.

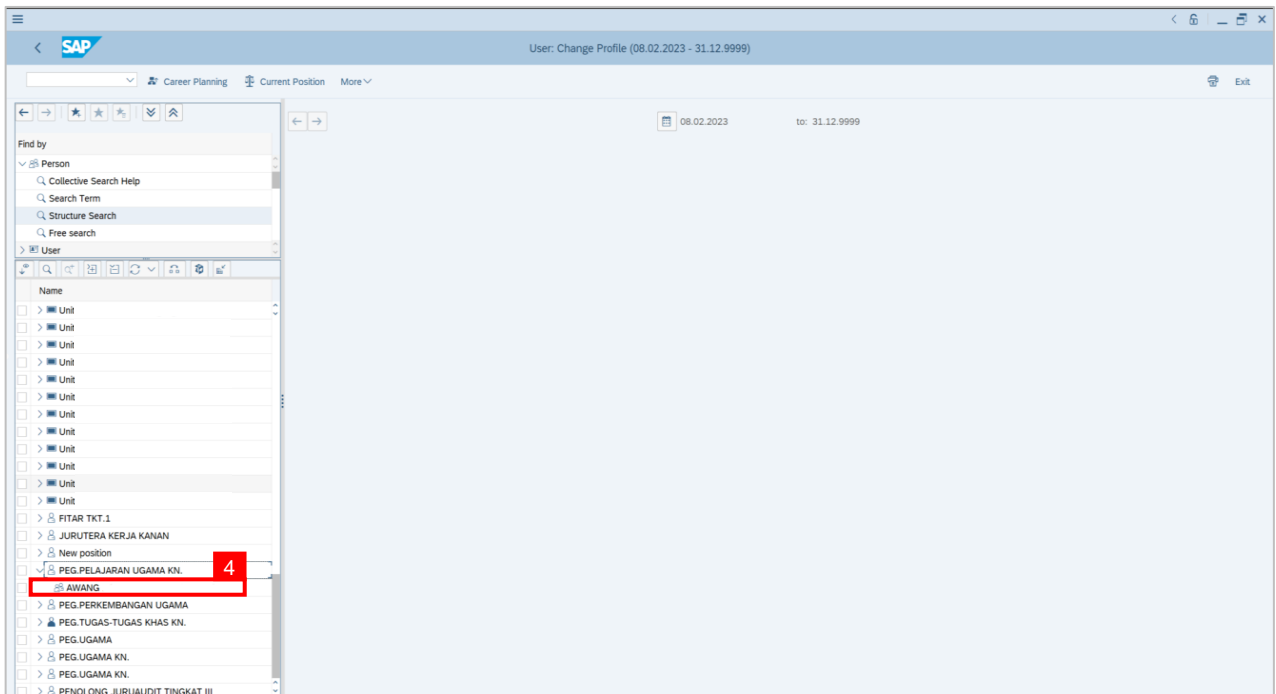


2. Navigate to **Find by** and click **dropdown** on person.

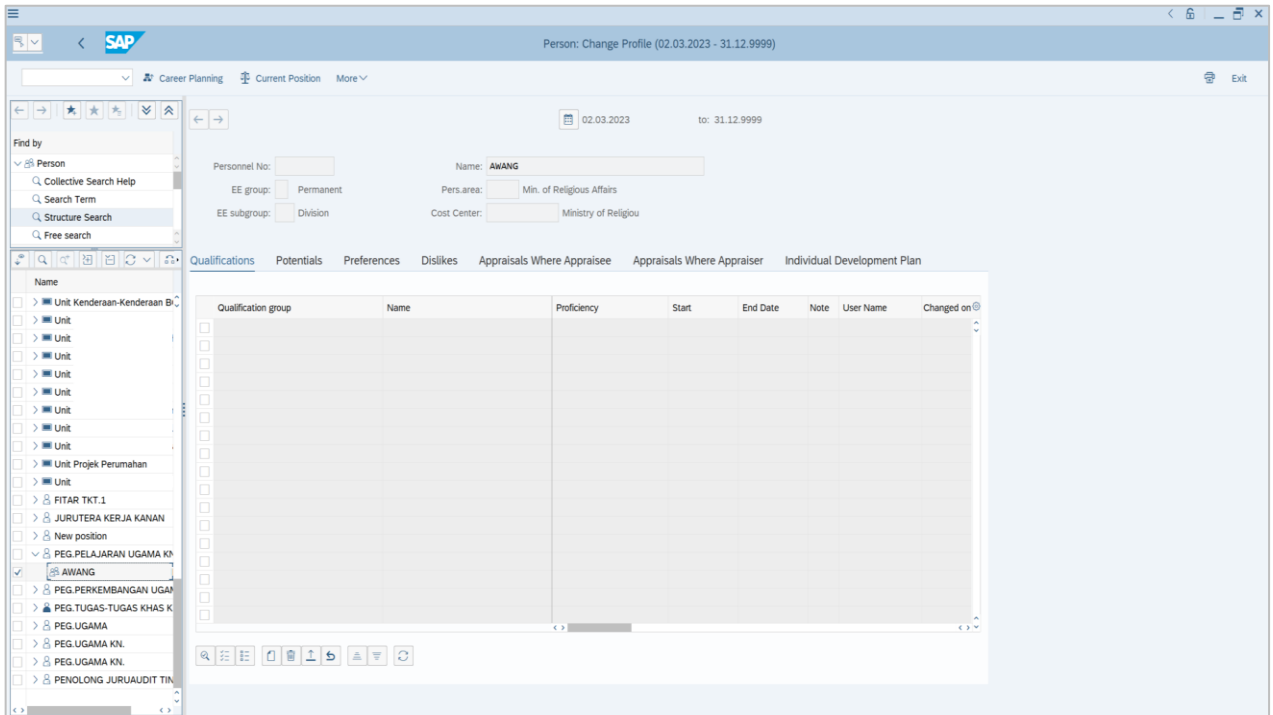
3. Click on **Structure Search**.



4. **Double click** on the selected person.

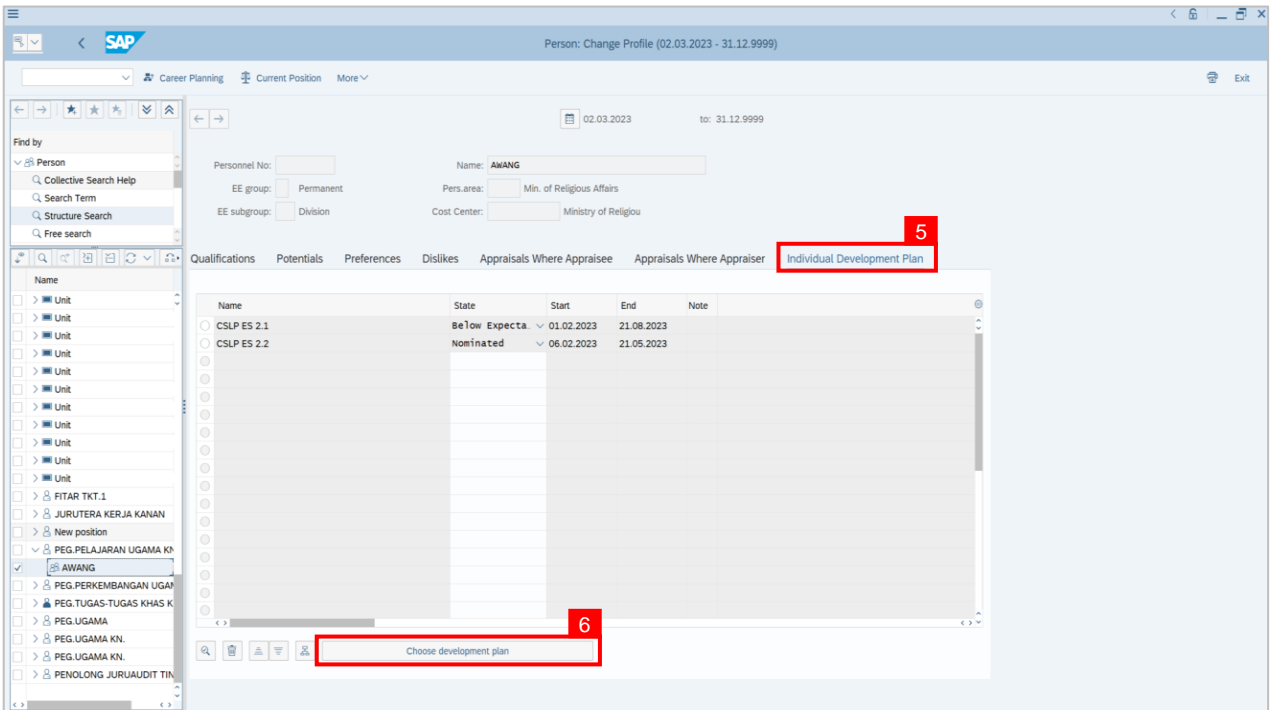


Note: Person: Change Profile page will be displayed.

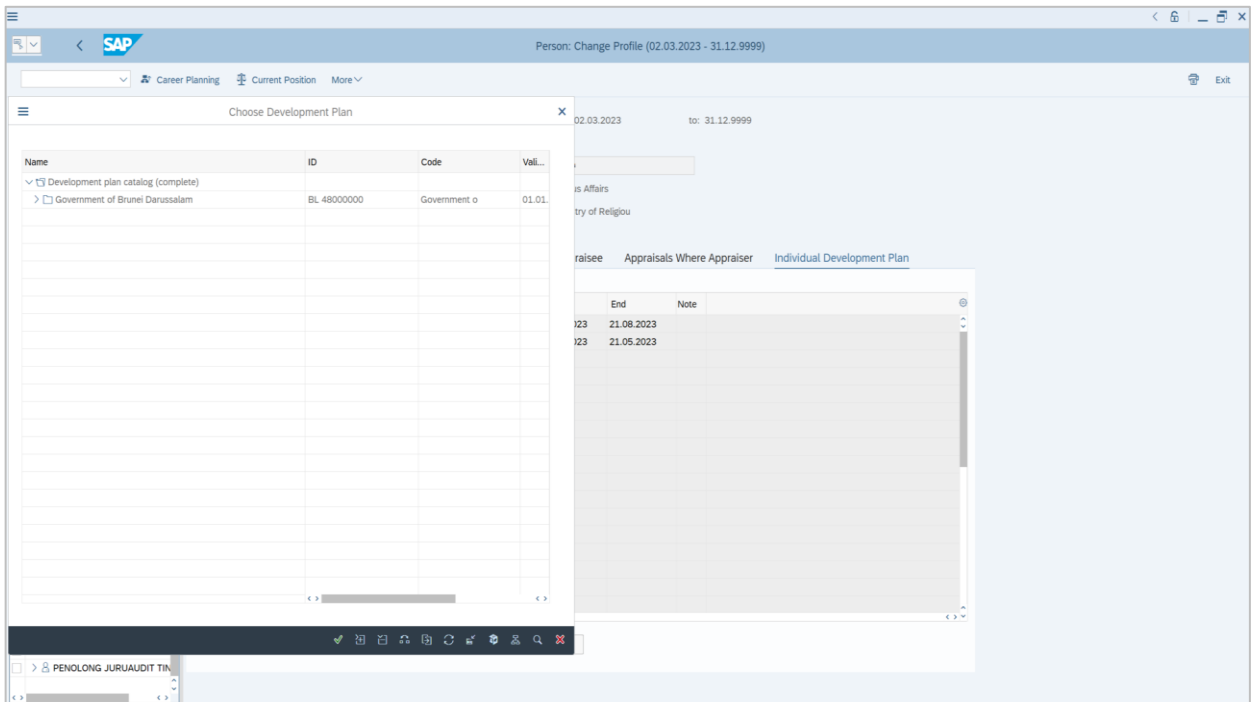


5. In **Individual Development Plan** tab.

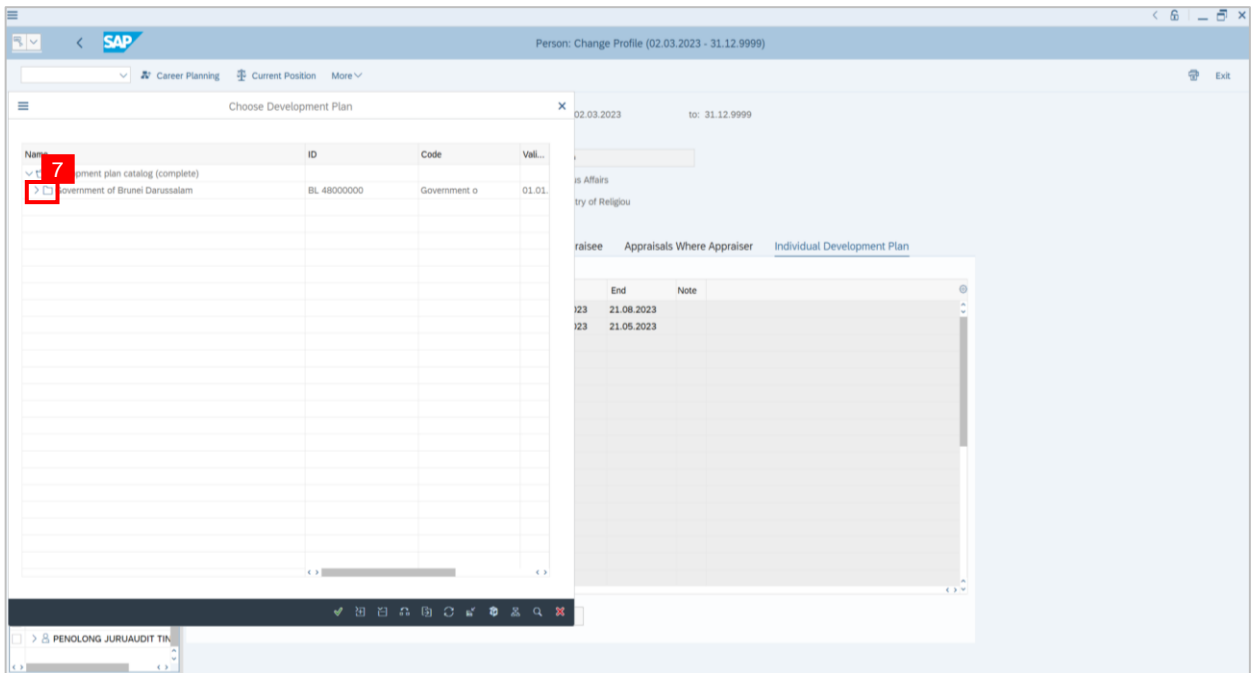
6. Navigate to **Choose development plan** and click on it



Note: Choose Qualification window will be displayed.

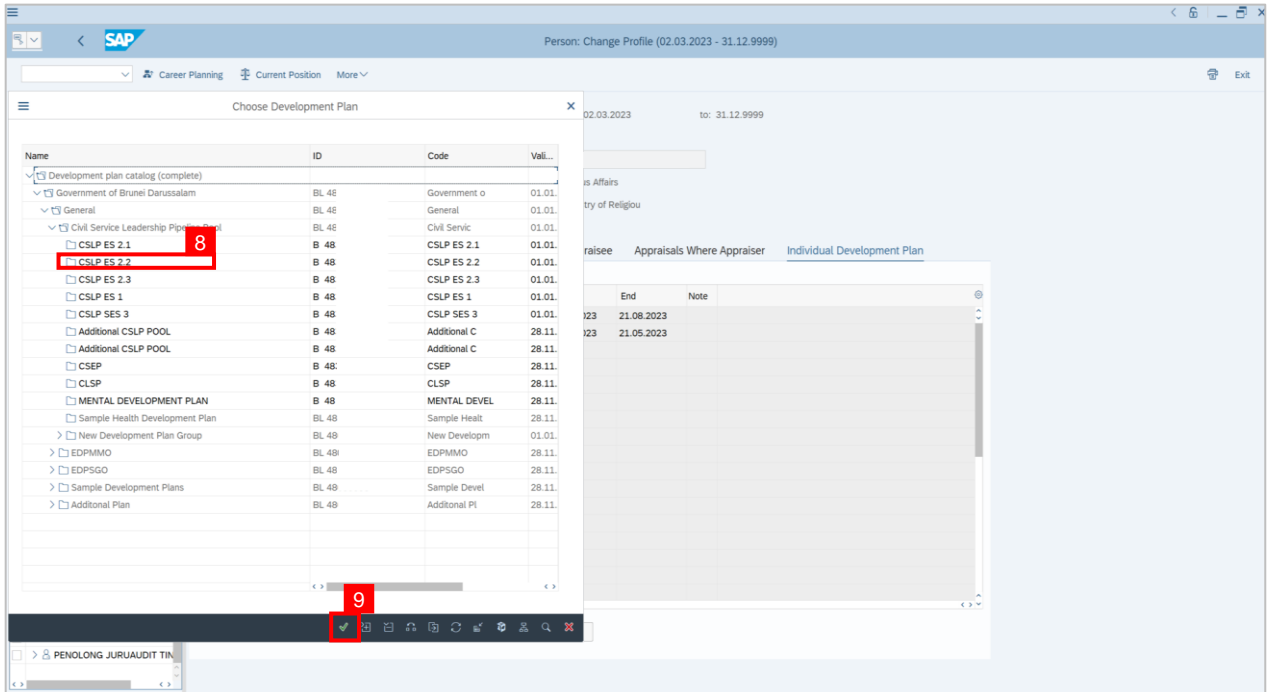


7. Click on the **dropdown** icon to display more qualification options.



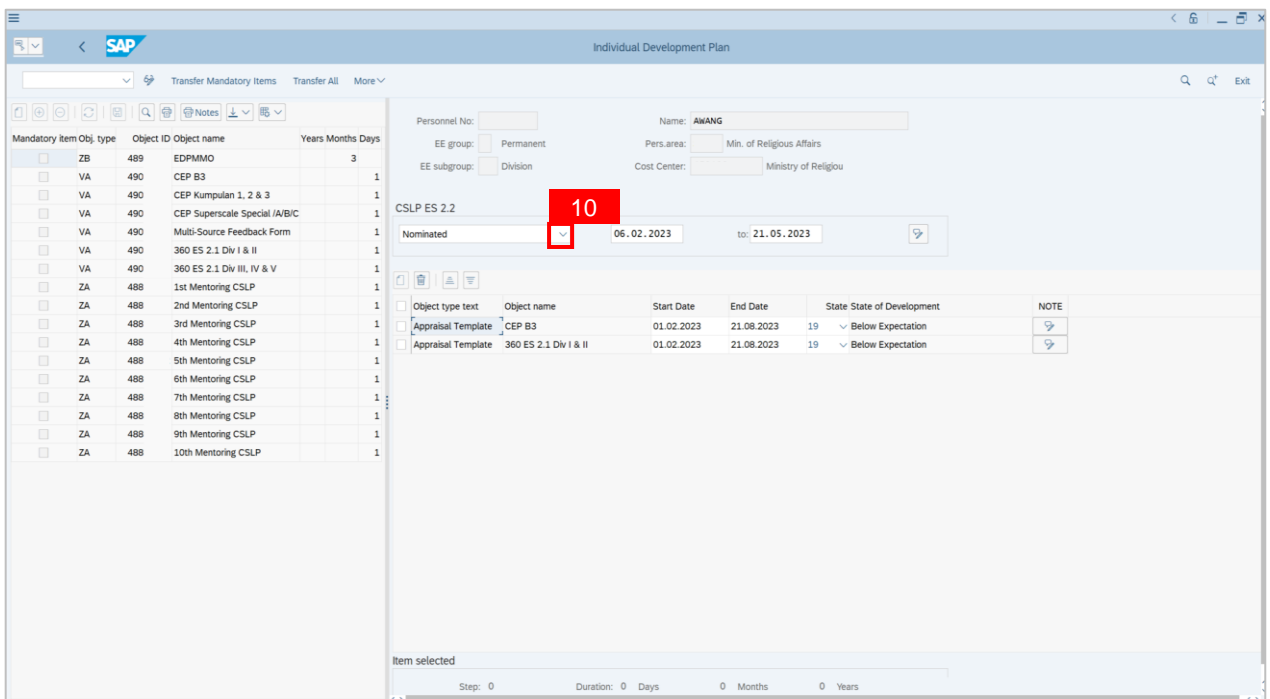
8. Double click on CSLP 2.2

9. Or click **CSLP 2.2** and click the **tick** icon.

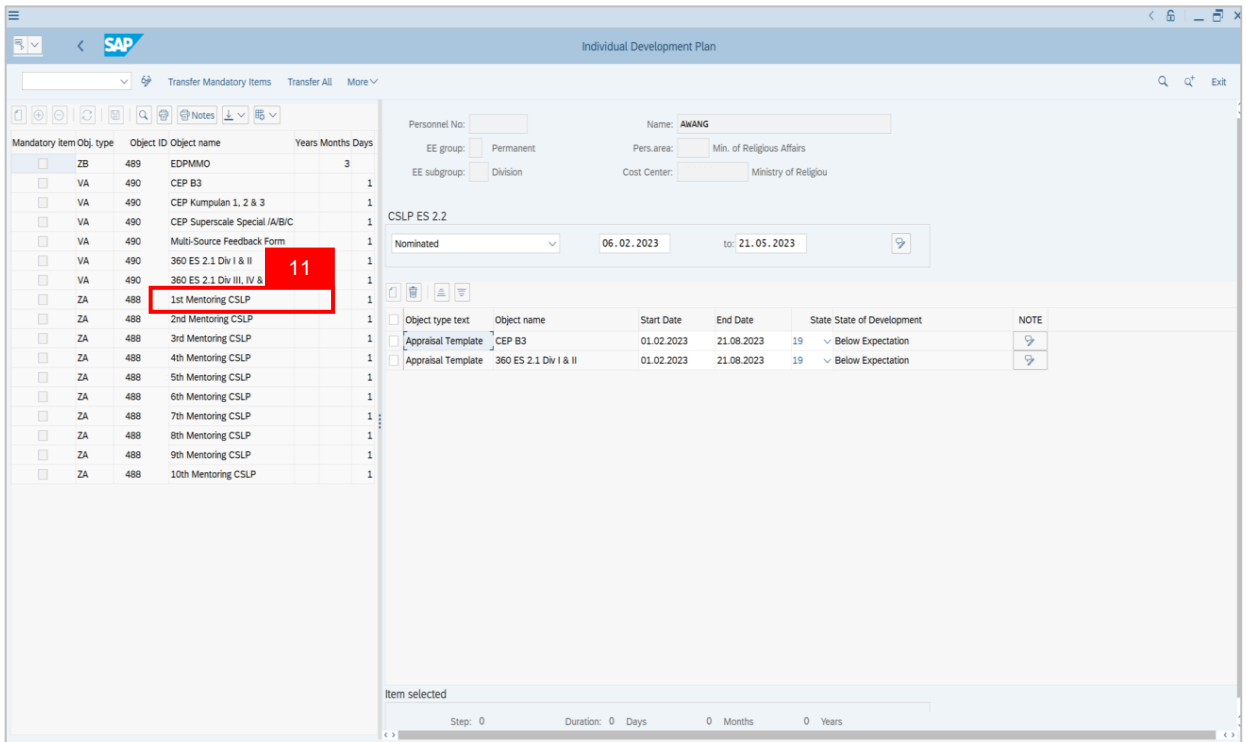


Note: Individual Development Plan page will be displayed

10. Click on the **dropdown** icon to choose the status of the activity. For example: **Nominated**.



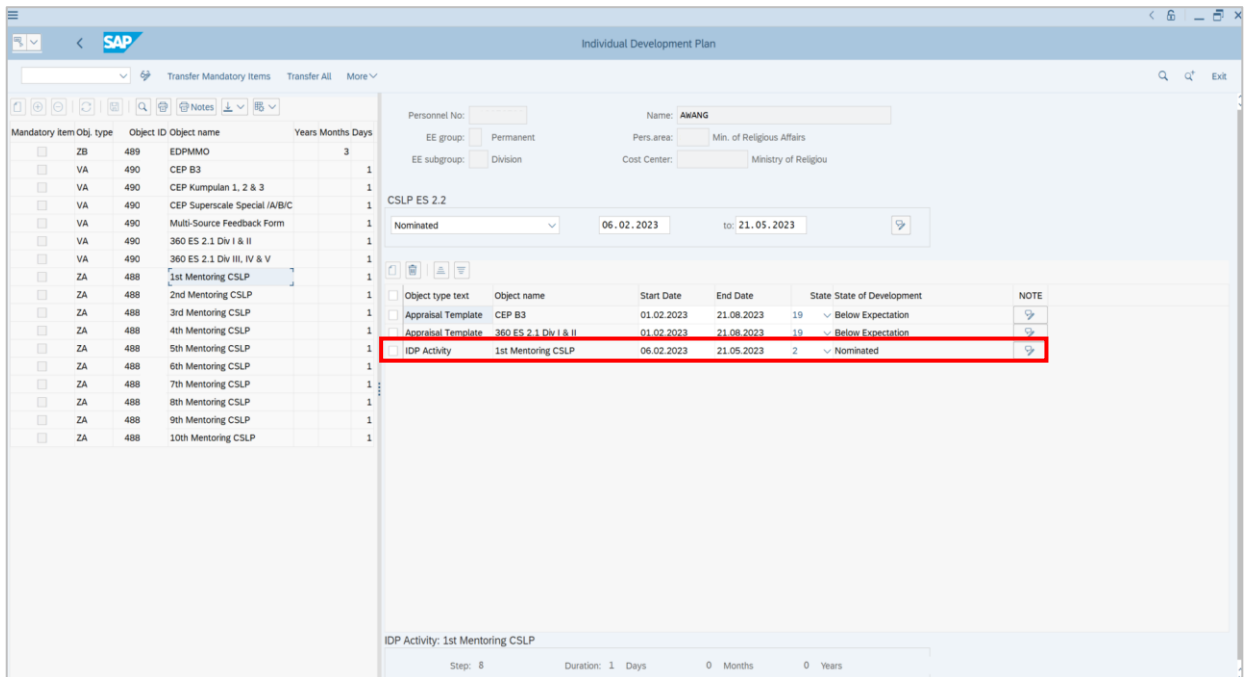
11. Click on the activity for the individual. For example: **1st Mentoring CSLP**.



The screenshot shows the SAP Individual Development Plan (IDP) interface. On the left, a table lists various mandatory items. The '1st Mentoring CSLP' item is highlighted with a red box and the number '11'. The right pane shows the details for the selected activity, including the start and end dates (06.02.2023 to 21.05.2023) and a table of appraisal templates.

Object type text	Object name	Start Date	End Date	State	State of Development	NOTE
Appraisal Template	CEP B3	01.02.2023	21.08.2023	19	Below Expectation	
Appraisal Template	360 ES 2.1 Div I & II	01.02.2023	21.08.2023	19	Below Expectation	

Note: The selected activity will be shown on the right screen.



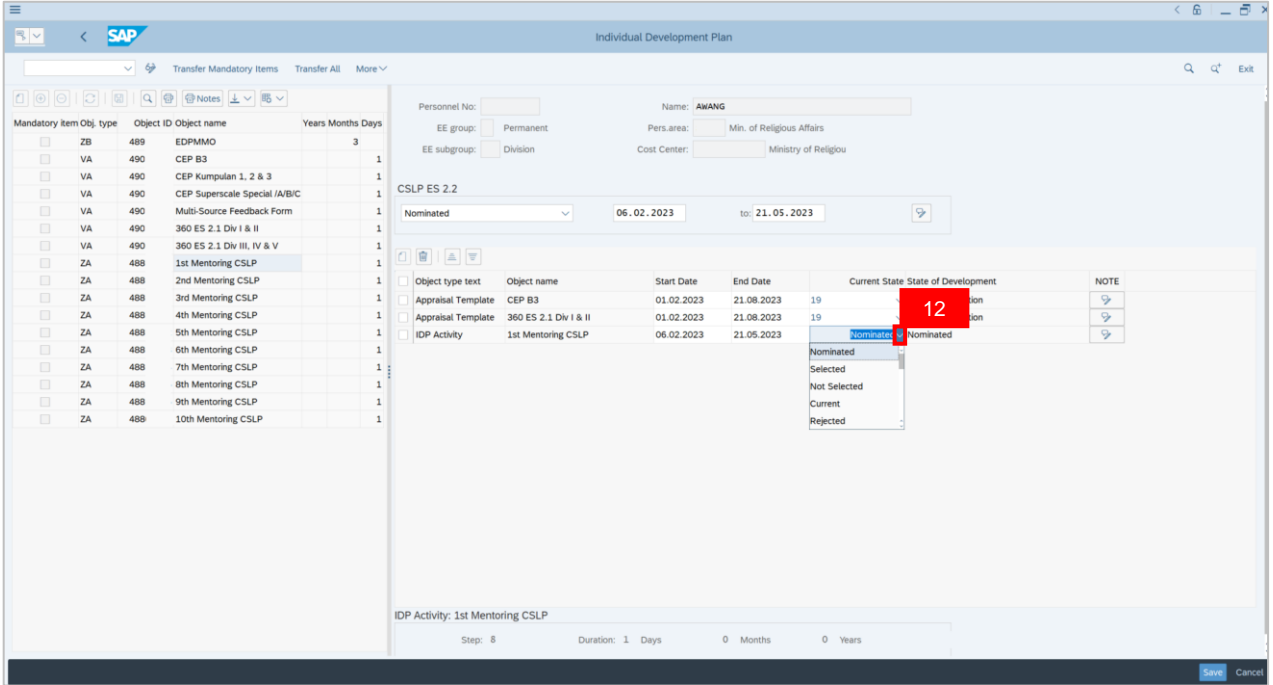
The screenshot shows the SAP Individual Development Plan (IDP) interface. On the left, the '1st Mentoring CSLP' item is highlighted with a red box. The right pane shows the details for the selected activity, including the start and end dates (06.02.2023 to 21.05.2023) and a table of appraisal templates. The 'IDP Activity' row is highlighted with a red box.

Object type text	Object name	Start Date	End Date	State	State of Development	NOTE
Appraisal Template	CEP B3	01.02.2023	21.08.2023	19	Below Expectation	
Appraisal Template	360 ES 2.1 Div I & II	01.02.2023	21.08.2023	19	Below Expectation	
IDP Activity	1st Mentoring CSLP	06.02.2023	21.05.2023	2	Nominated	

IDP Activity: 1st Mentoring CSLP
Step: 8 Duration: 1 Days 0 Months 0 Years

12. Click the **dropdown** icon to choose the current state. For example: **Nominated**.

Note: The State of Development will be automatically changed to Nominated.

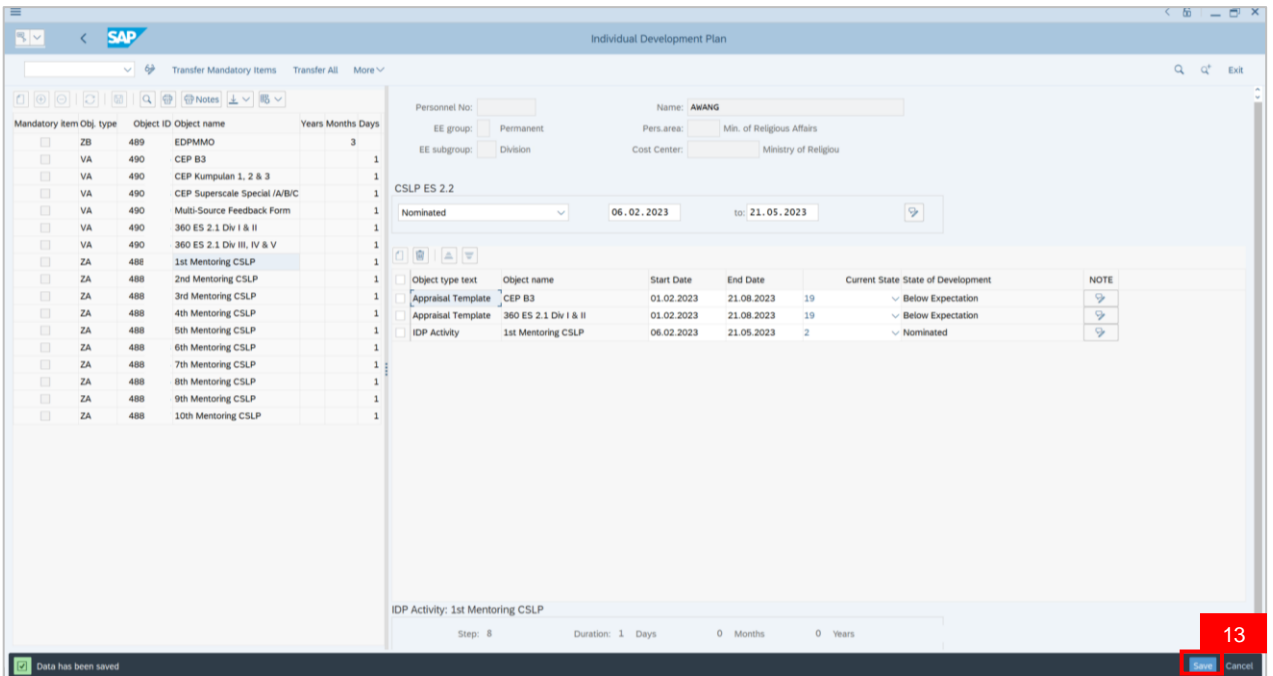


The screenshot shows the SAP Individual Development Plan (IDP) interface. On the left, there is a table of mandatory items. The main area displays details for a specific IDP activity: '1st Mentoring CSLP'. A dropdown menu is open for the 'Current State' field, with 'Nominated' selected. A red box with the number '12' highlights this dropdown menu. Below the table, there is a section for 'IDP Activity: 1st Mentoring CSLP' with a duration of 1 day.

Object type text	Object name	Start Date	End Date	Current State	State of Development	NOTE
Appraisal Template	CEP B3	01.02.2023	21.08.2023	19	Below Expectation	
Appraisal Template	360 ES 2.1 Div I & II	01.02.2023	21.08.2023	19	Below Expectation	
IDP Activity	1st Mentoring CSLP	06.02.2023	21.05.2023	2	Nominated	

13. Click on **Save** button.

Outcome: Successfully assigned an individual for Mentoring.



The screenshot shows the same SAP IDP interface as before, but now the 'Save' button at the bottom right is highlighted with a red box and the number '13'. A message at the bottom left of the interface reads 'Data has been saved'. The 'Current State' for the '1st Mentoring CSLP' activity is now 'Nominated'.

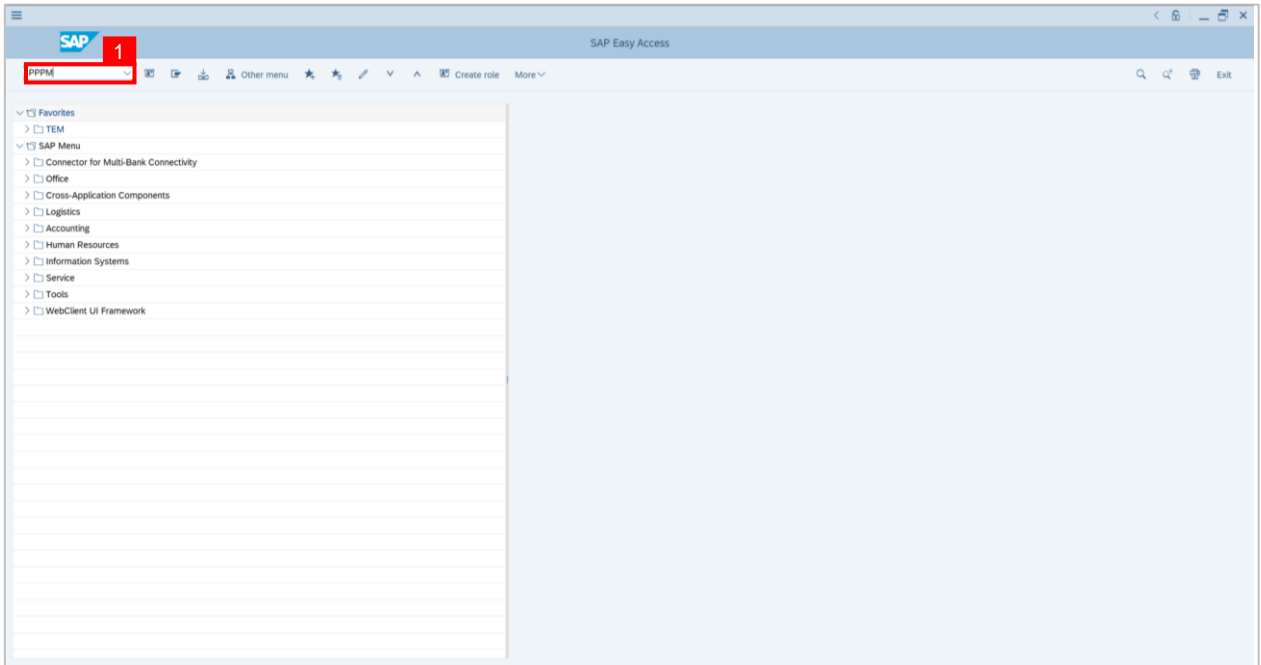
APPRAISAL

Backend User

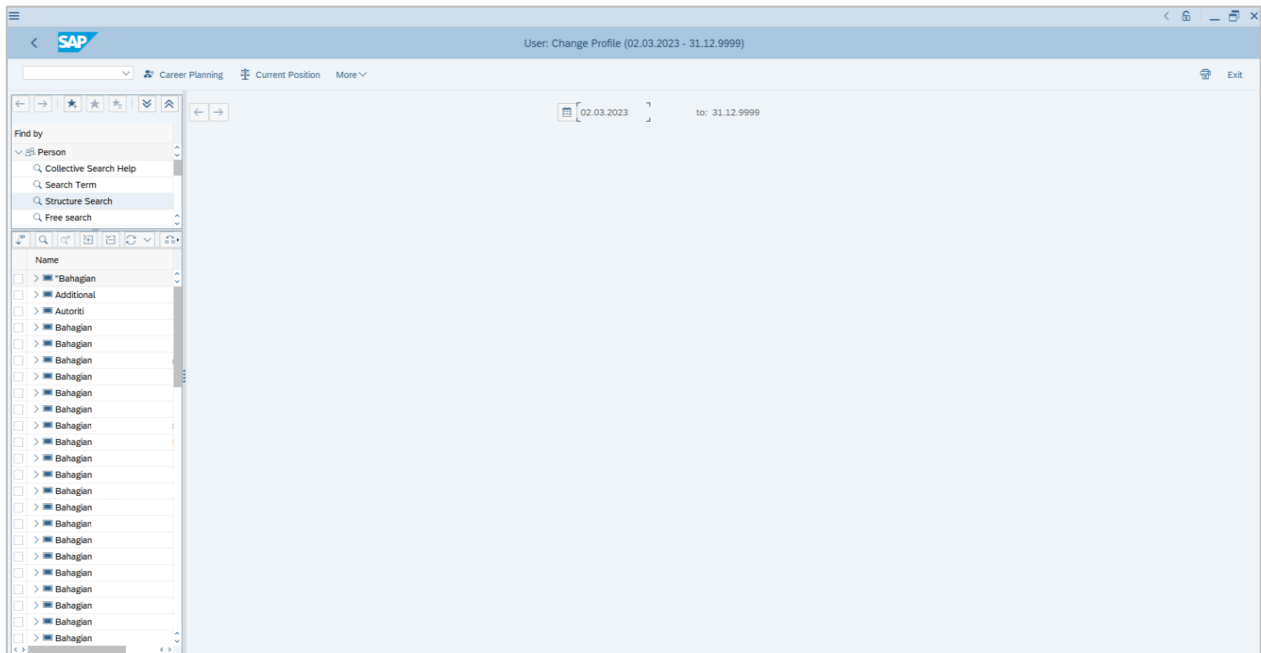
JPA CSLP Administrator

Log into SAP GUI (Back End) and proceed with the following steps.

1. Enter **PPPM** in the search bar.

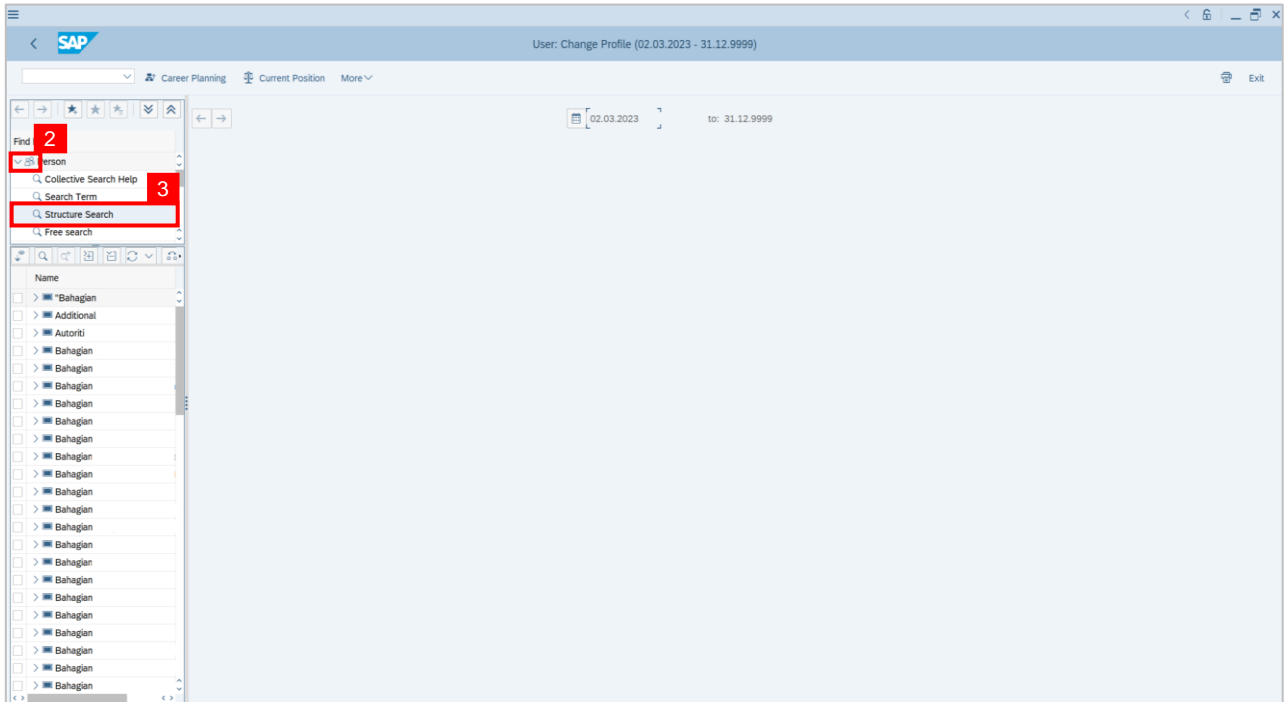


Note: User Change Profile window will be displayed.

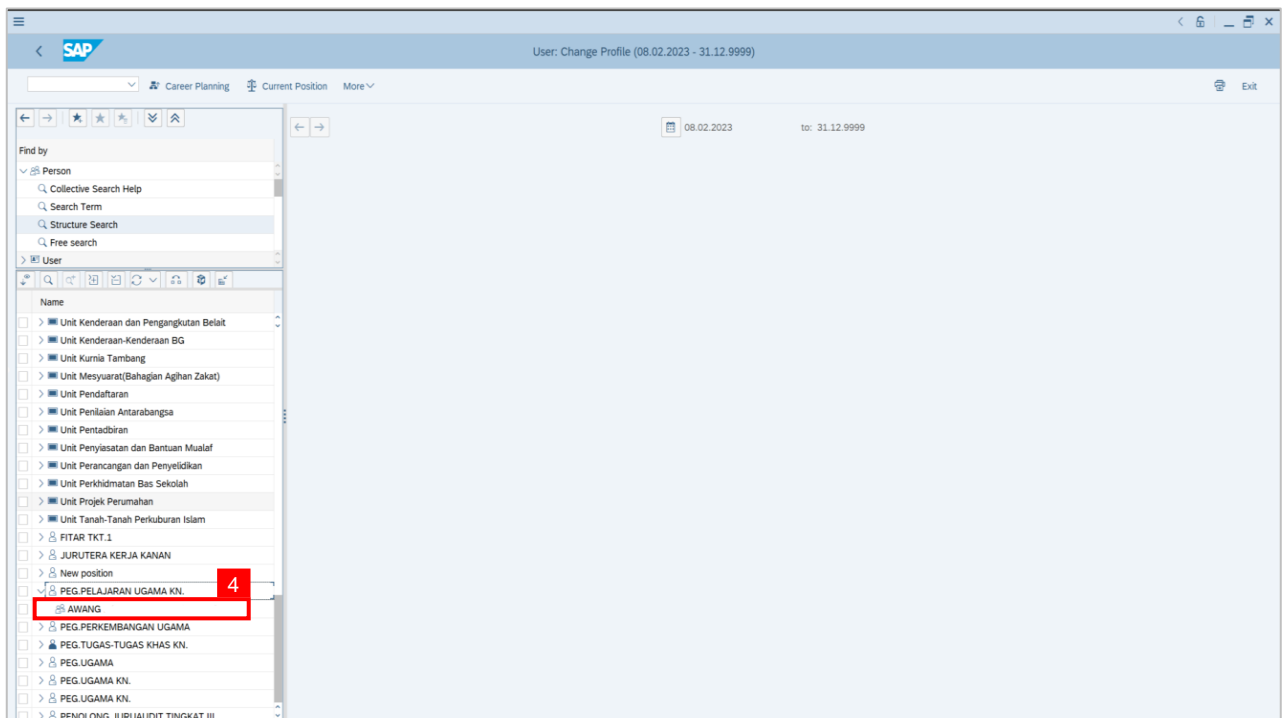


2. Navigate to **Find by** and click **dropdown** on person.

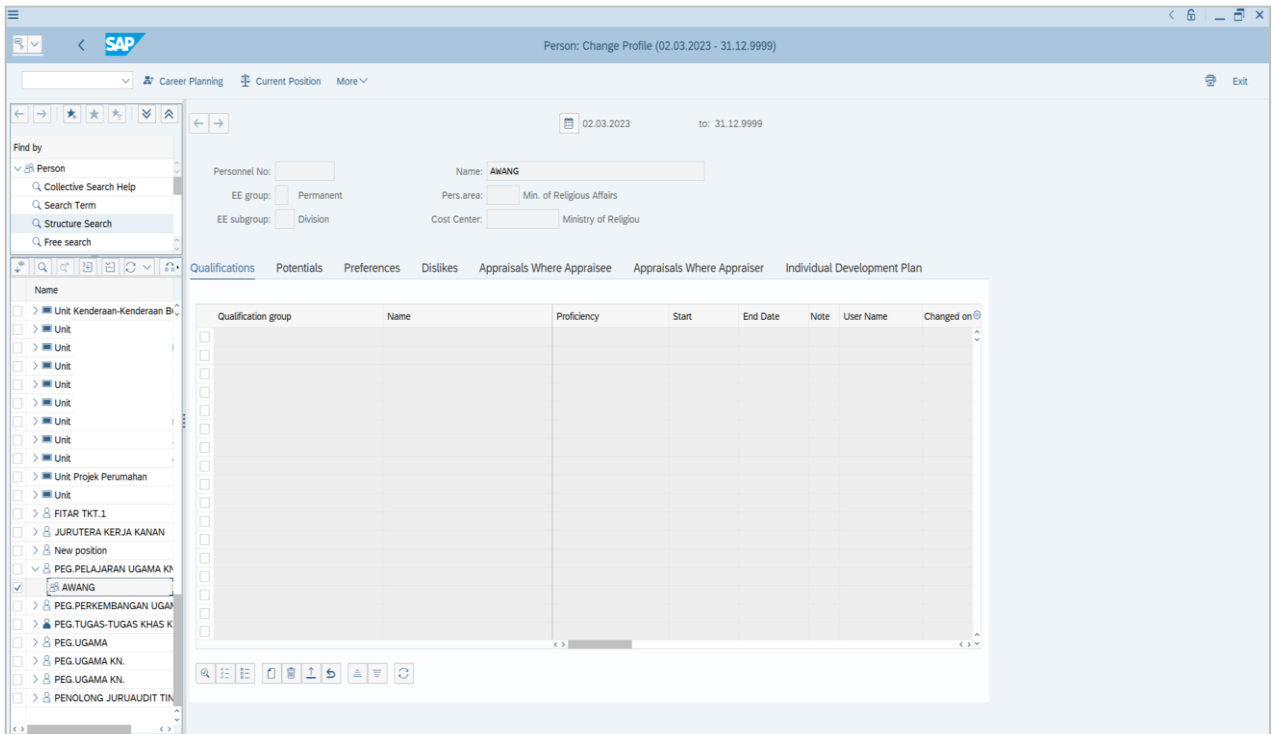
3. Click on **Structure Search**.



4. **Double click** on the selected person

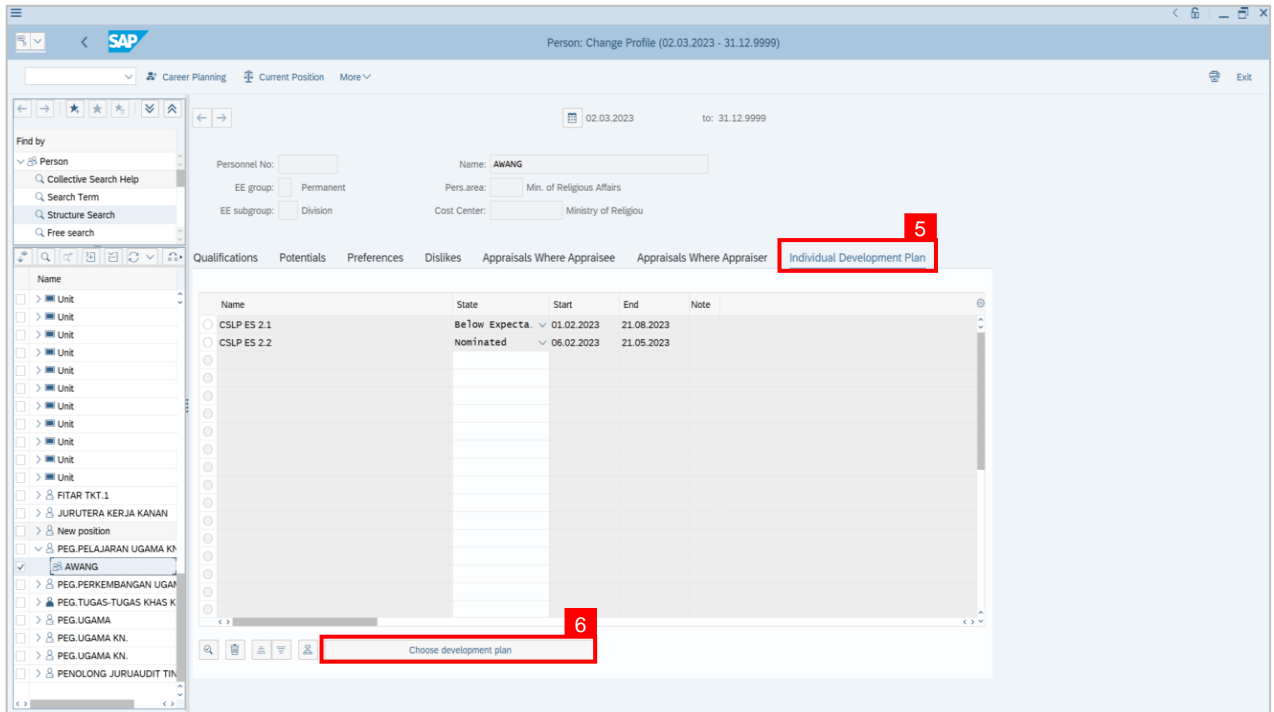


Note: Person: Change Profile page will be displayed.

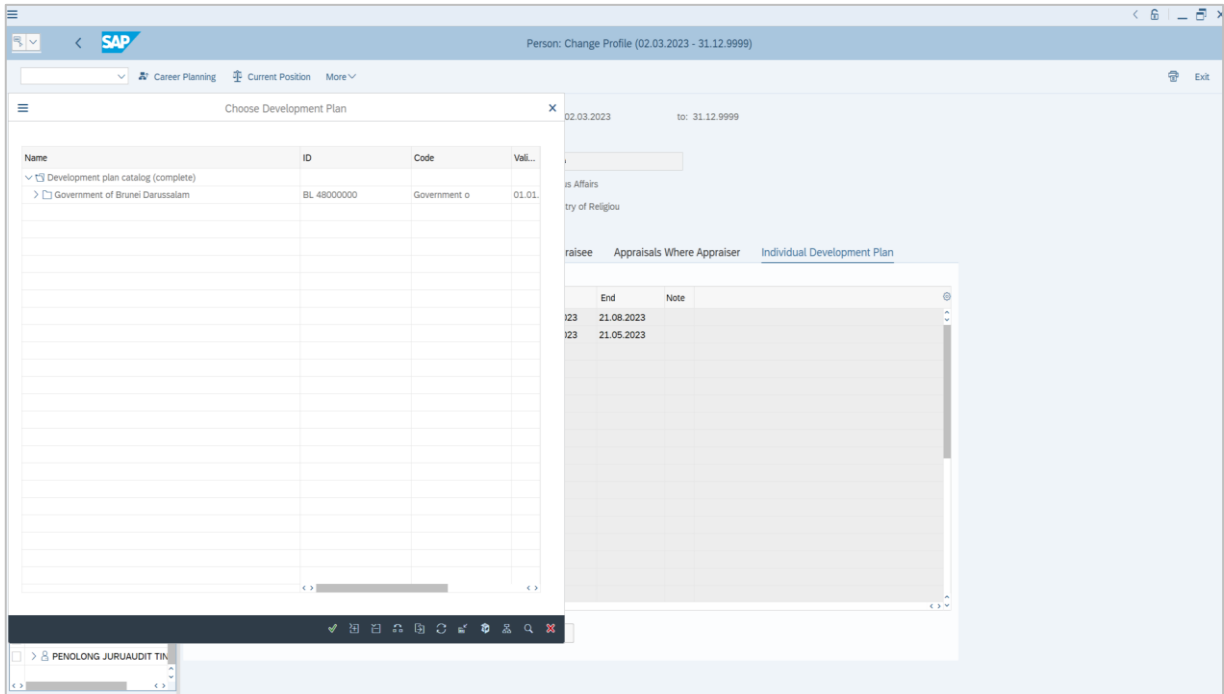


5. In **Individual Development Plan** tab.

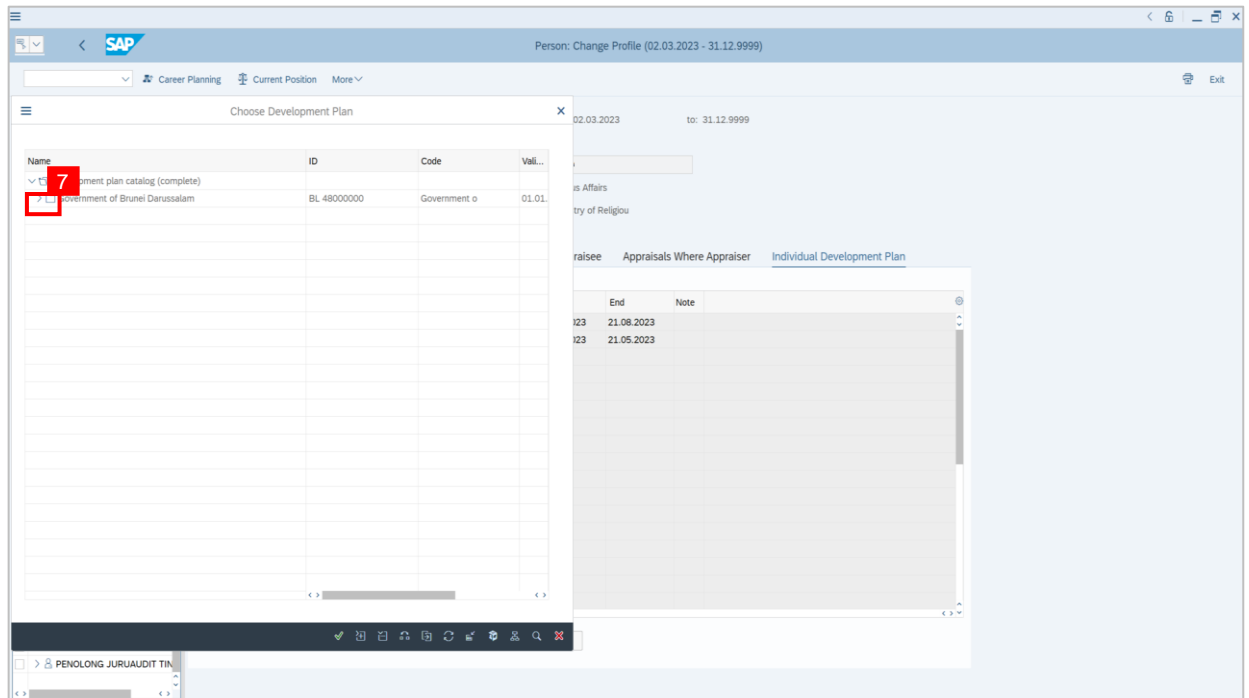
6. Navigate to **Choose development plan** and click on it.



Note: Choose Qualification window will be displayed.

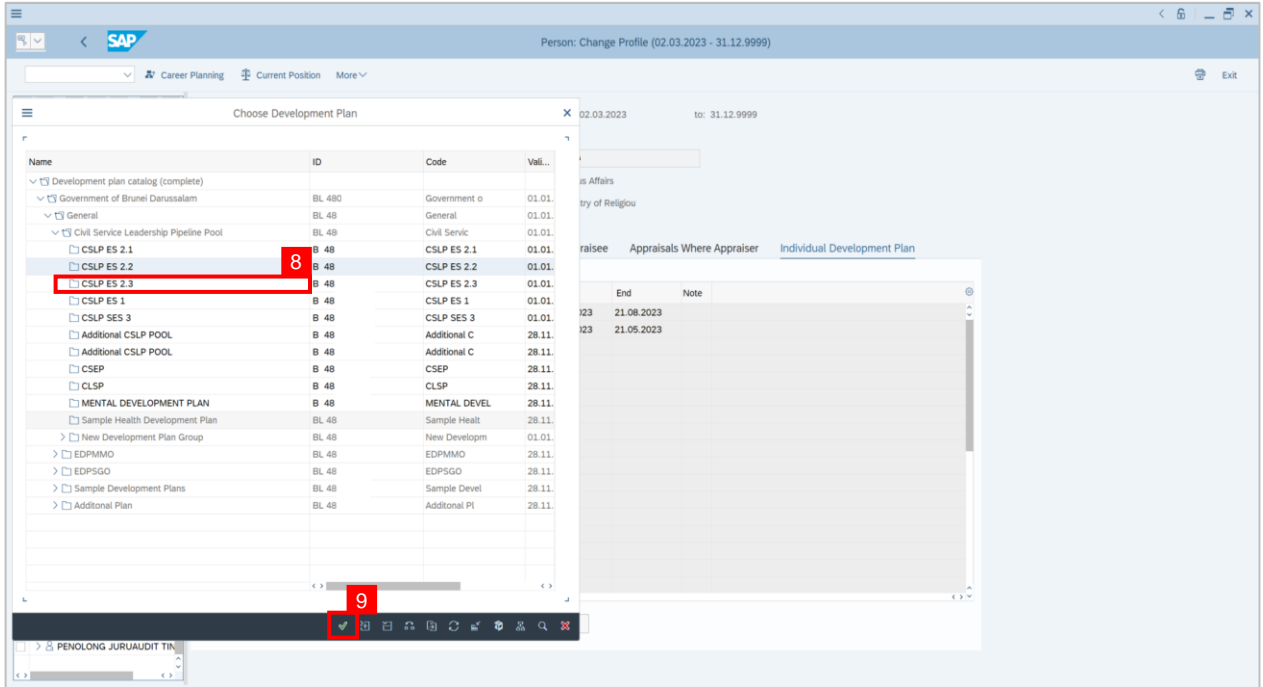


7. Click on the **dropdown** icon to display more qualification options

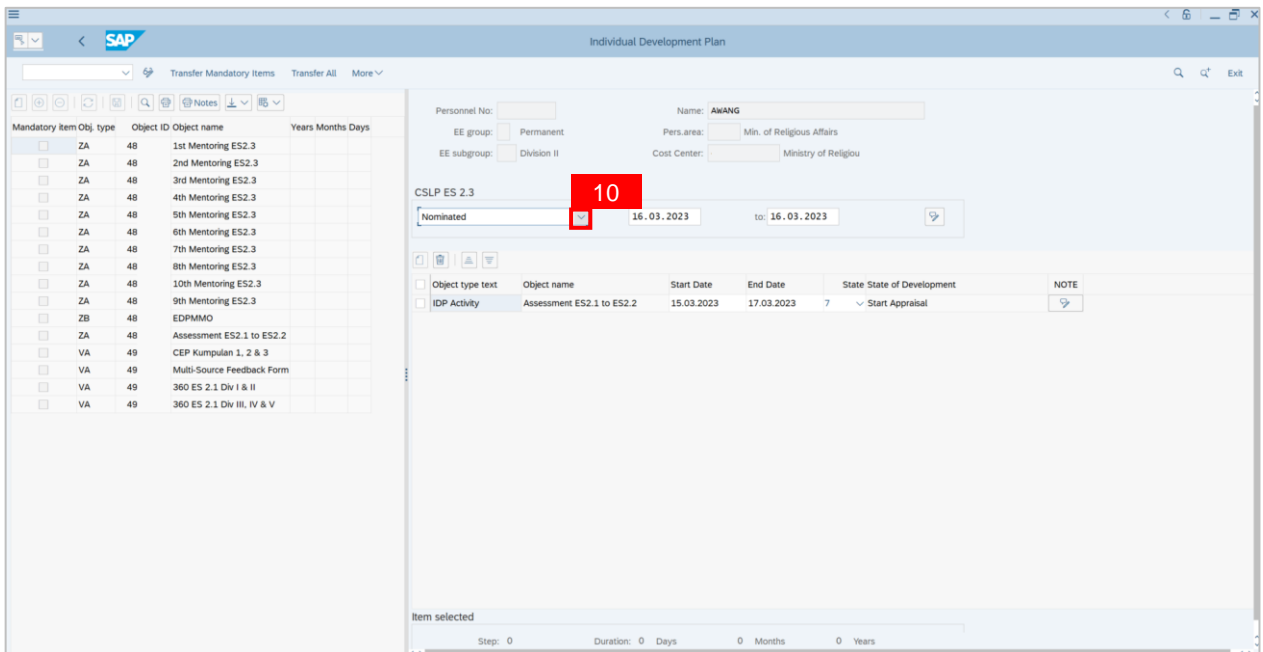


8. Double click on **CSLP ES 2.3**

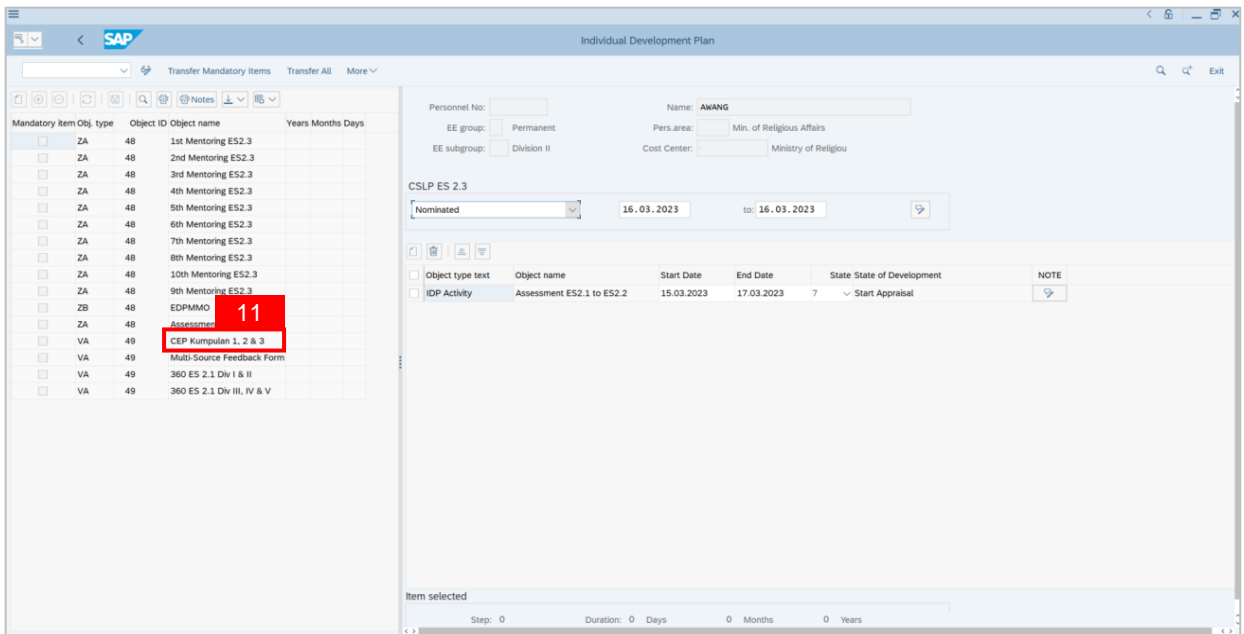
9. Or click **CSLP ES 2.3** and click the **tick** icon.



10. Click on the **dropdown** icon to choose the status of the activity. For example: **Nominated**.

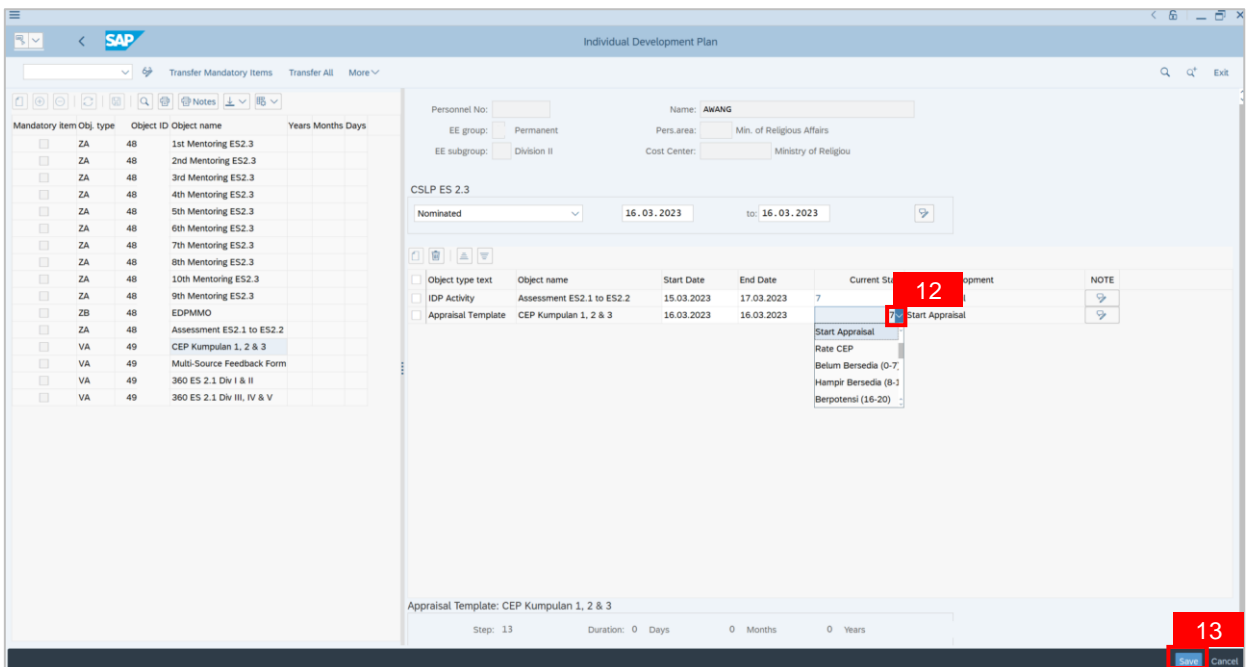


11. Click on the activity for the individual. For example: **CEP Kumpulan 1, 2 & 3**.



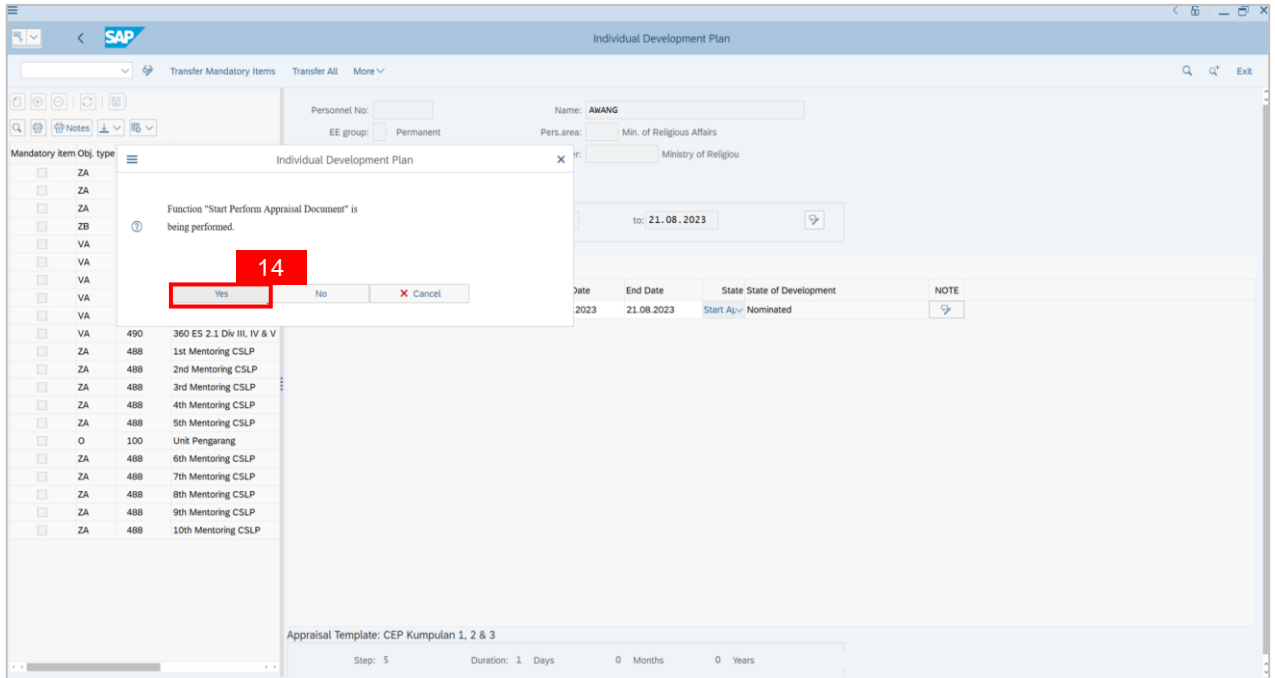
12. Click on the **dropdown** icon to choose the status of the activity. For example: **Start Appraisal**.

13. Click on **Save** button.

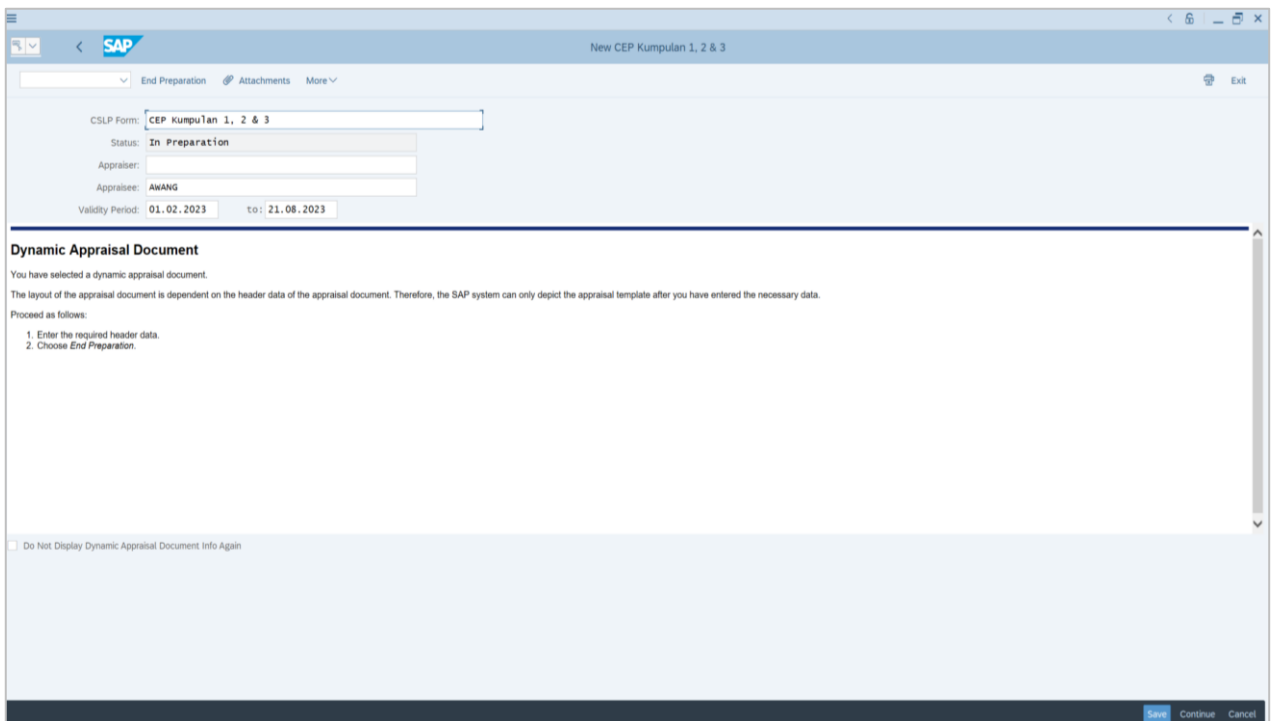


Note: Pop-up window will be displayed.

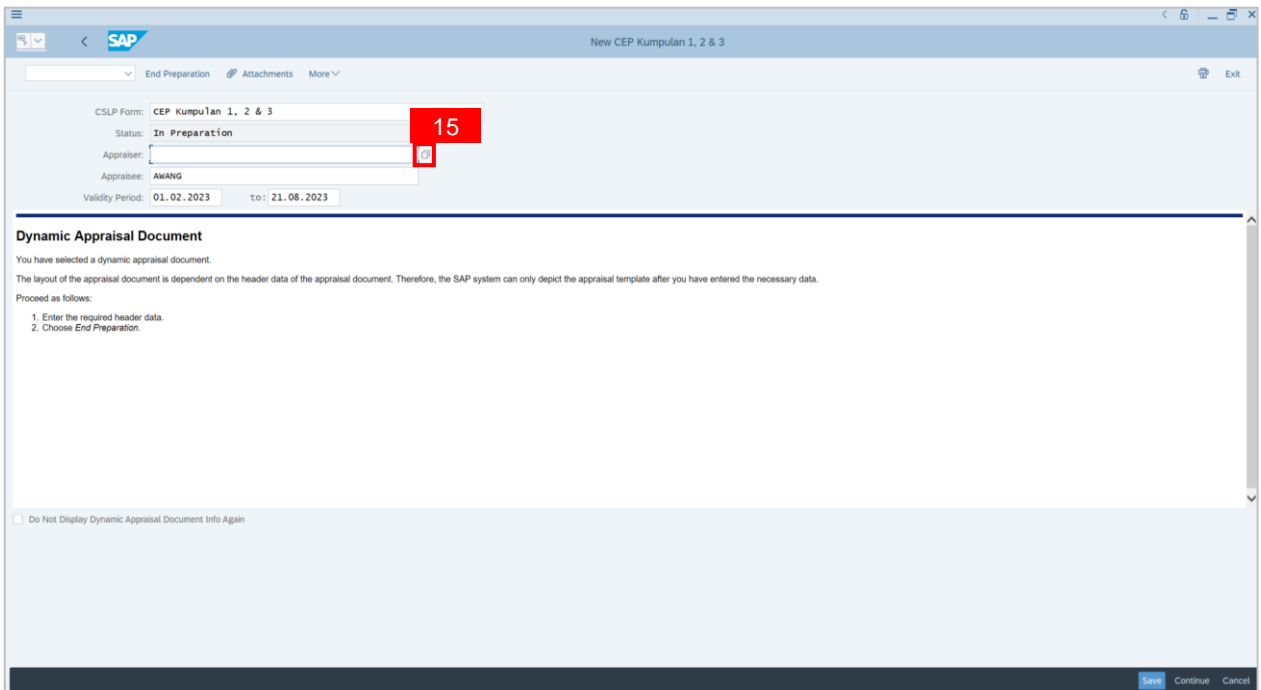
14. Click on **Yes** button.



Note: New CEP Kumpulan 1, 2 & 3 page will be displayed.



15. Click on the **Search term** icon to choose **Appraiser**.



The screenshot shows the SAP Succession Planning IDP interface. At the top, the title bar reads 'New CEP Kumpulan 1, 2 & 3'. Below the title bar, there are navigation options: 'End Preparation', 'Attachments', and 'More'. The main content area displays the following information:

- CSLP Form: CEP Kumpulan 1, 2 & 3
- Status: In Preparation
- Appraiser: [Search term icon]
- Appraisee: AWANG
- Validity Period: 01.02.2023 to: 21.08.2023

Below this information, there is a section titled 'Dynamic Appraisal Document'. It contains the following text:

You have selected a dynamic appraisal document.

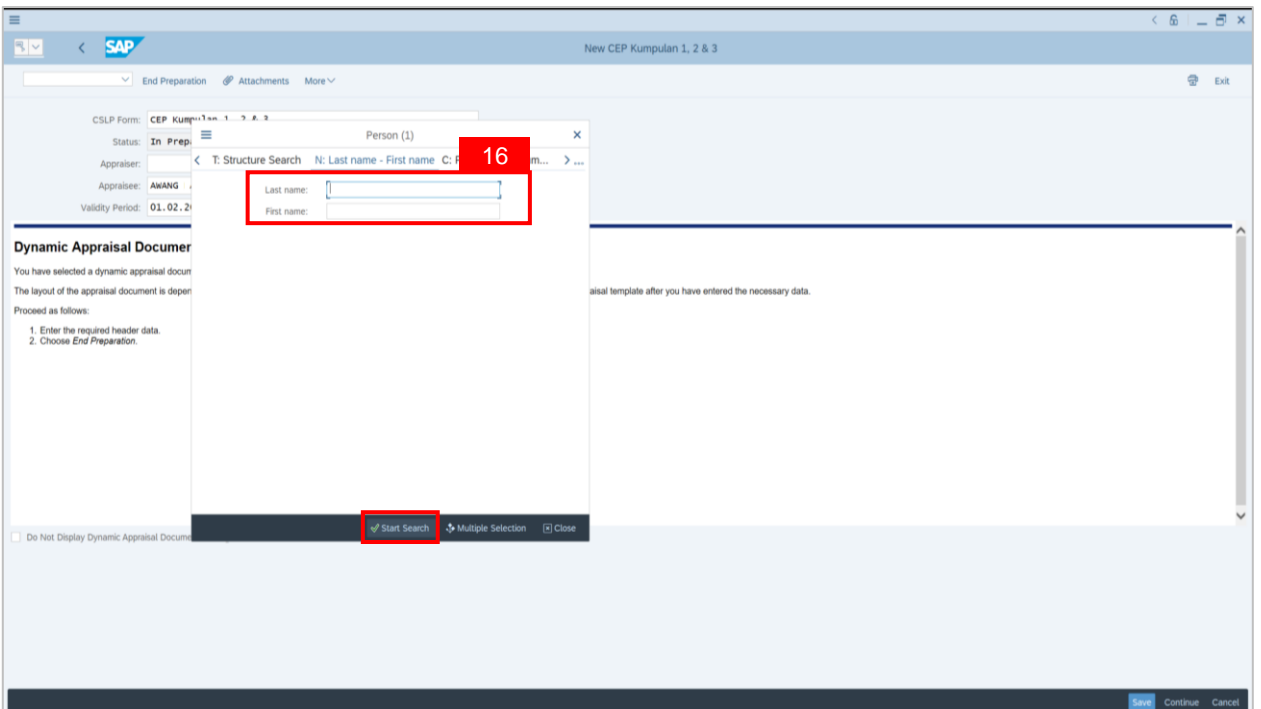
The layout of the appraisal document is dependent on the header data of the appraisal document. Therefore, the SAP system can only depict the appraisal template after you have entered the necessary data.

Proceed as follows:

1. Enter the required header data.
2. Choose *End Preparation*.

At the bottom of the screen, there is a 'Save' button and 'Continue' and 'Cancel' options.

16. Enter names on **Last Name** and **First Name** and click on the **Start Search** button.

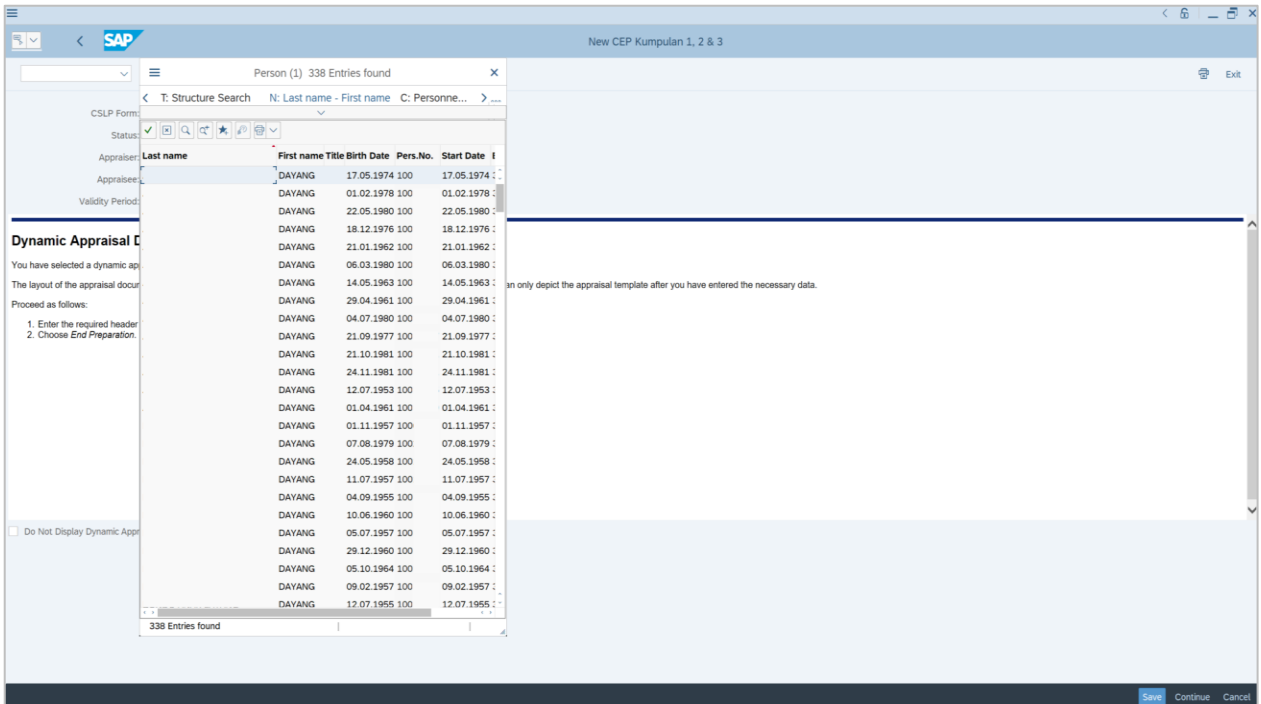


The screenshot shows the same SAP Succession Planning IDP interface as in the previous image. A search dialog box is open over the 'Appraiser' field. The dialog box has the following fields and buttons:

- Person (1)
- Structure Search
- Last name - First name
- Last name: [Text input field]
- First name: [Text input field]
- Start Search (highlighted with a red box and the number 16)
- Multiple Selection
- Close

The 'Dynamic Appraisal Document' section and the bottom navigation buttons ('Save', 'Continue', 'Cancel') are also visible in the background.

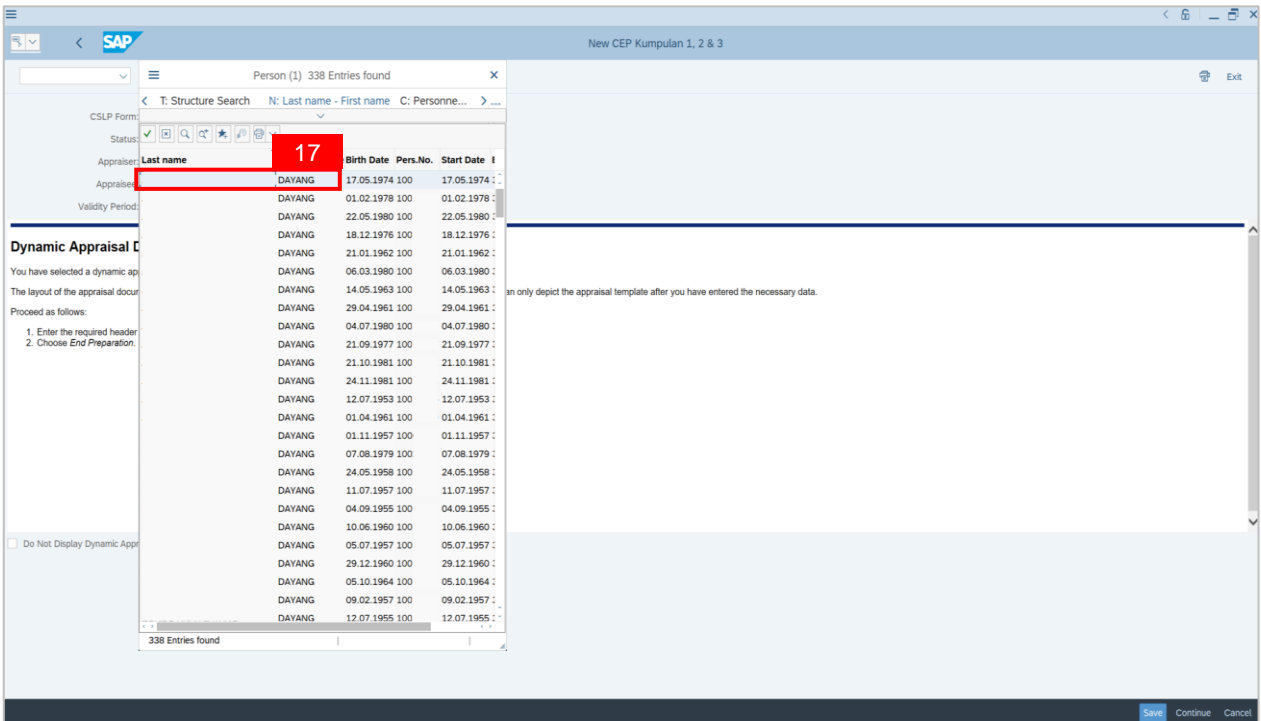
Note: List of names will be displayed.



The screenshot shows the SAP Succession Planning IDP interface. The main window displays a list of 338 entries. The columns are: Last name, First name, Title, Birth Date, Pers.No., and Start Date. The entries are all named 'DAYANG'. The interface includes a search bar at the top, a sidebar with navigation options, and a bottom bar with 'Save', 'Continue', and 'Cancel' buttons.

Last name	First name	Title	Birth Date	Pers.No.	Start Date
DAYANG			17.05.1974	100	17.05.1974
DAYANG			01.02.1978	100	01.02.1978
DAYANG			22.05.1980	100	22.05.1980
DAYANG			18.12.1976	100	18.12.1976
DAYANG			21.01.1962	100	21.01.1962
DAYANG			06.03.1980	100	06.03.1980
DAYANG			14.05.1963	100	14.05.1963
DAYANG			29.04.1961	100	29.04.1961
DAYANG			04.07.1980	100	04.07.1980
DAYANG			21.09.1977	100	21.09.1977
DAYANG			21.10.1981	100	21.10.1981
DAYANG			24.11.1981	100	24.11.1981
DAYANG			12.07.1953	100	12.07.1953
DAYANG			01.04.1961	100	01.04.1961
DAYANG			01.11.1957	100	01.11.1957
DAYANG			07.08.1979	100	07.08.1979
DAYANG			24.05.1958	100	24.05.1958
DAYANG			11.07.1957	100	11.07.1957
DAYANG			04.09.1955	100	04.09.1955
DAYANG			10.06.1960	100	10.06.1960
DAYANG			05.07.1957	100	05.07.1957
DAYANG			29.12.1960	100	29.12.1960
DAYANG			05.10.1964	100	05.10.1964
DAYANG			09.02.1957	100	09.02.1957
DAYANG			12.07.1955	100	12.07.1955

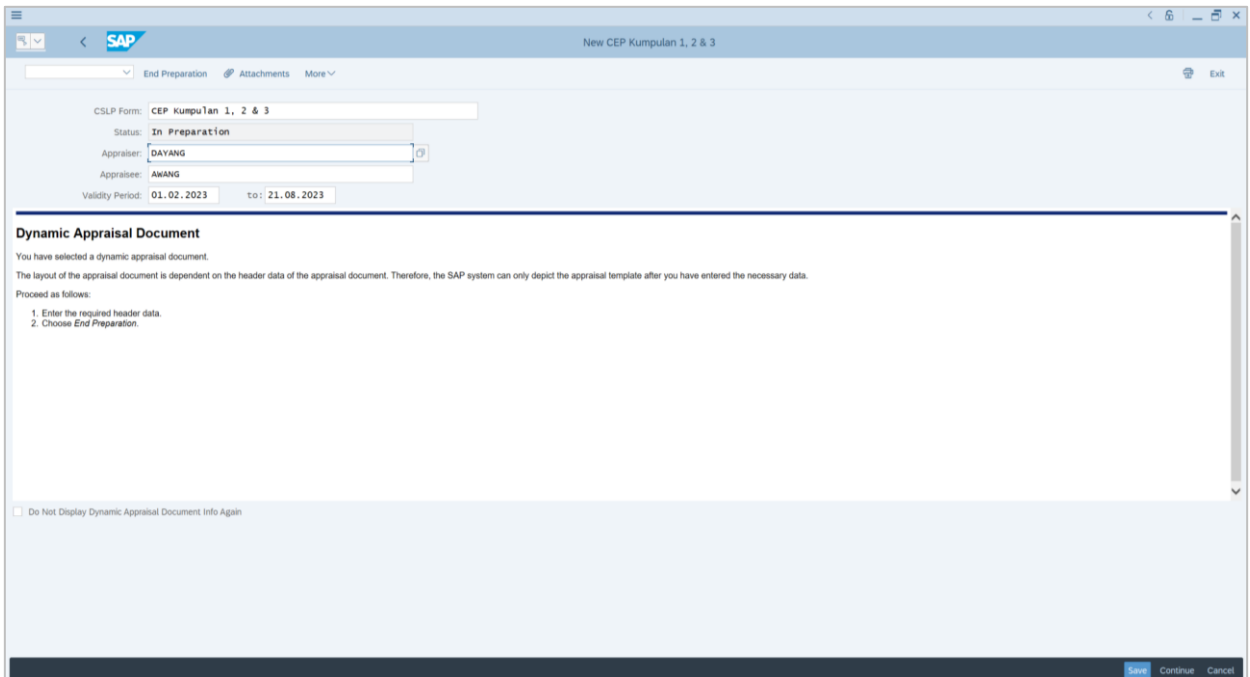
17. Double click on the selected individual on the names listed.



The screenshot shows the same SAP Succession Planning IDP interface as the previous one. The first entry in the list, 'DAYANG', is highlighted in red. A red box with the number '17' is overlaid on the first row of the table. The rest of the interface is identical to the previous screenshot.

Last name	First name	Title	Birth Date	Pers.No.	Start Date
DAYANG			17.05.1974	100	17.05.1974
DAYANG			01.02.1978	100	01.02.1978
DAYANG			22.05.1980	100	22.05.1980
DAYANG			18.12.1976	100	18.12.1976
DAYANG			21.01.1962	100	21.01.1962
DAYANG			06.03.1980	100	06.03.1980
DAYANG			14.05.1963	100	14.05.1963
DAYANG			29.04.1961	100	29.04.1961
DAYANG			04.07.1980	100	04.07.1980
DAYANG			21.09.1977	100	21.09.1977
DAYANG			21.10.1981	100	21.10.1981
DAYANG			24.11.1981	100	24.11.1981
DAYANG			12.07.1953	100	12.07.1953
DAYANG			01.04.1961	100	01.04.1961
DAYANG			01.11.1957	100	01.11.1957
DAYANG			07.08.1979	100	07.08.1979
DAYANG			24.05.1958	100	24.05.1958
DAYANG			11.07.1957	100	11.07.1957
DAYANG			04.09.1955	100	04.09.1955
DAYANG			10.06.1960	100	10.06.1960
DAYANG			05.07.1957	100	05.07.1957
DAYANG			29.12.1960	100	29.12.1960
DAYANG			05.10.1964	100	05.10.1964
DAYANG			09.02.1957	100	09.02.1957
DAYANG			12.07.1955	100	12.07.1955

Note: Appraiser's name will be displayed on New CEP Kumpulan 1, 2 & 3 page.



The screenshot shows the SAP Succession Planning IDP interface. At the top, the title bar reads 'New CEP Kumpulan 1, 2 & 3'. Below the title bar, there are navigation options: 'End Preparation', 'Attachments', and 'More'. The main form area contains the following fields:

- CSLP Form: CEP Kumpulan 1, 2 & 3
- Status: In Preparation
- Appraiser: DAYANG
- Appraisee: AWANG
- Validity Period: 01.02.2023 to: 21.08.2023

Below the form fields, there is a section titled 'Dynamic Appraisal Document'. It contains the following text:

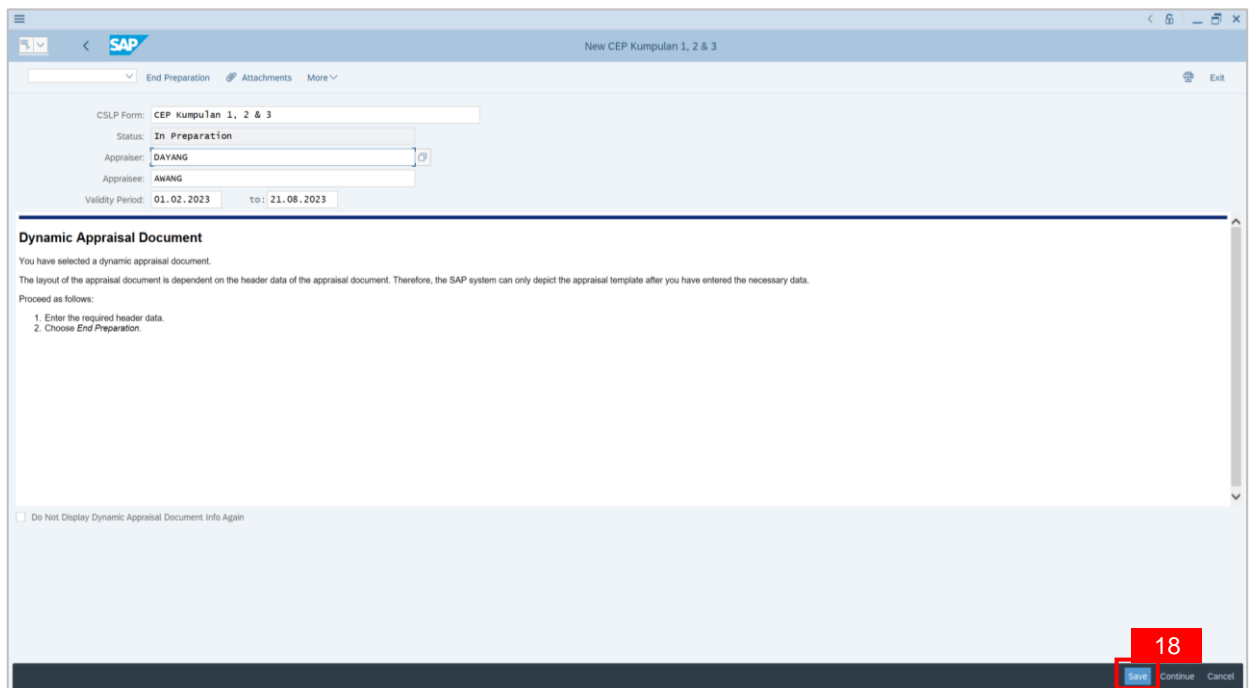
You have selected a dynamic appraisal document.
The layout of the appraisal document is dependent on the header data of the appraisal document. Therefore, the SAP system can only depict the appraisal template after you have entered the necessary data.
Proceed as follows:

1. Enter the required header data.
2. Choose End Preparation.

At the bottom of the form, there is a checkbox labeled 'Do Not Display Dynamic Appraisal Document Info Again'. The bottom right corner of the form has three buttons: 'Save', 'Continue', and 'Cancel'.

18. Click on **Save** button.

Outcome: The Data is successfully saved.



This screenshot is identical to the one above, showing the SAP Succession Planning IDP form. However, a red box highlights the 'Save' button at the bottom right of the form. To the left of the 'Save' button, there is a red box containing the number '18'.

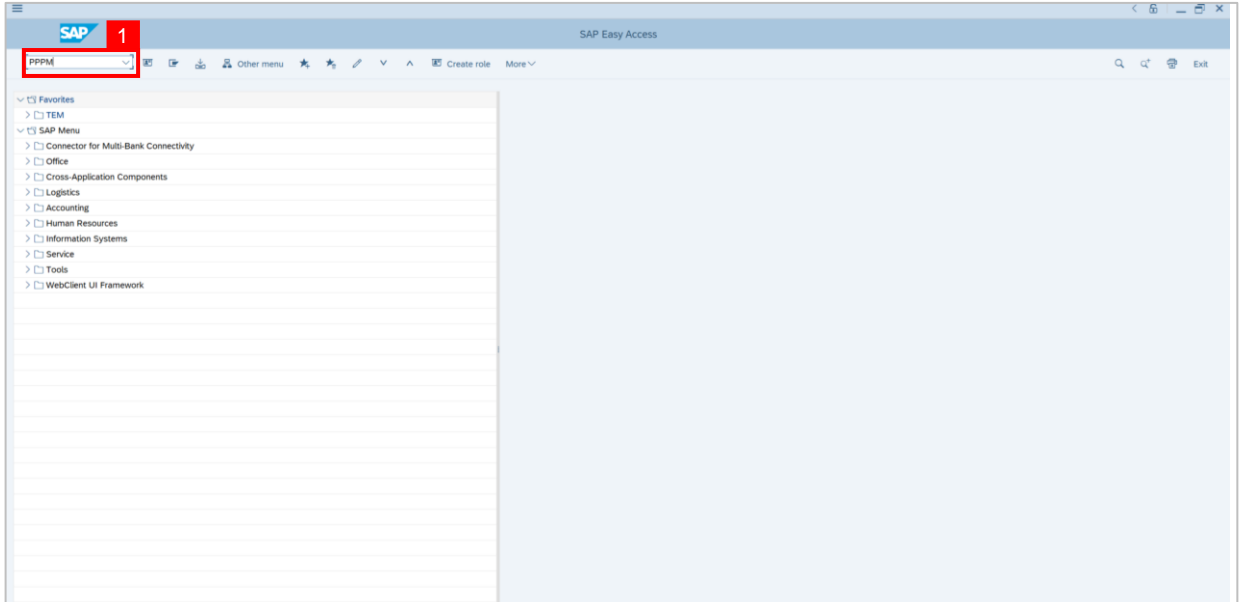
CEP ASSESSMENT

Backend User

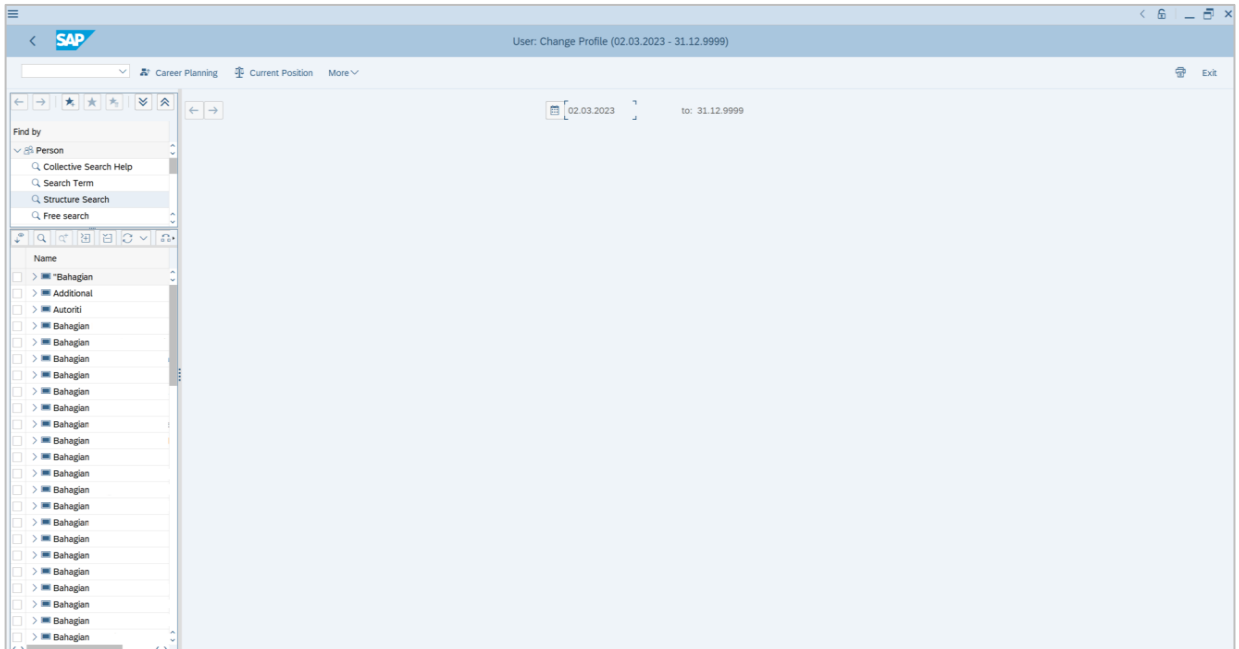
JPA CSLP Administrator

Log into SAP GUI (Back End) and proceed with the following steps.

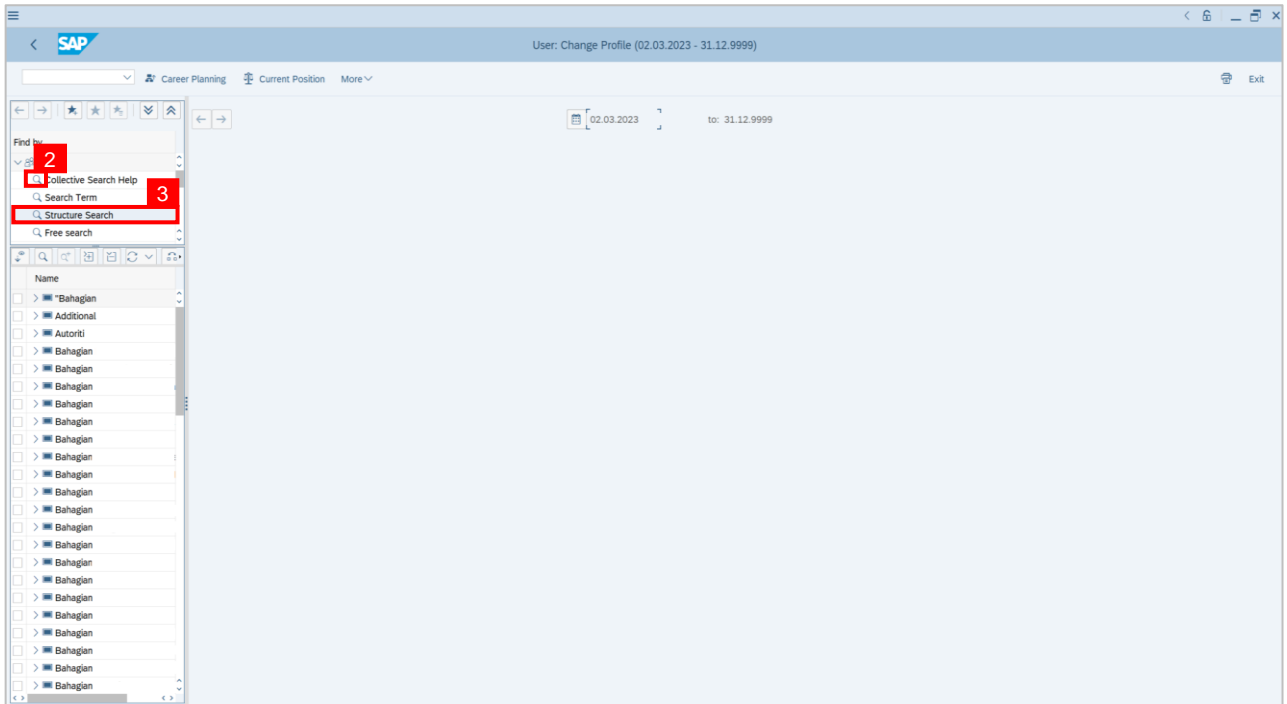
1. Enter **PPPM** in the search bar.



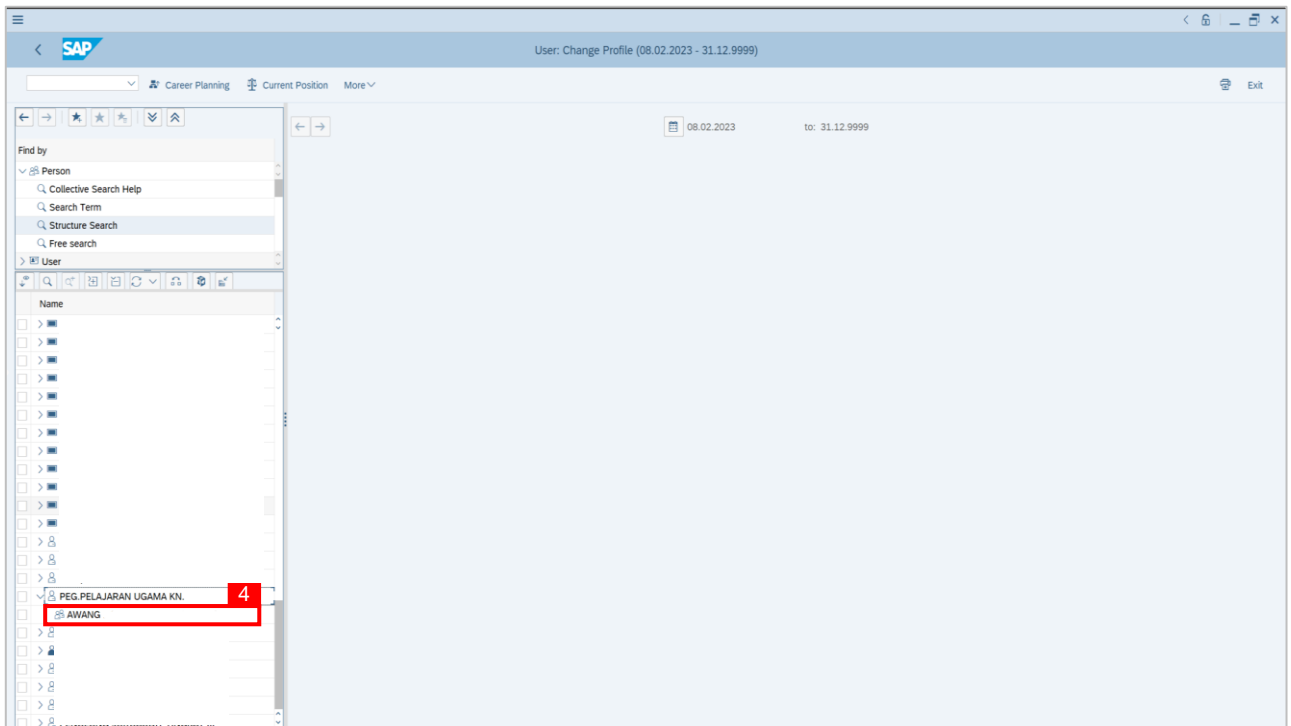
Note: User Change Profile page will be displayed.



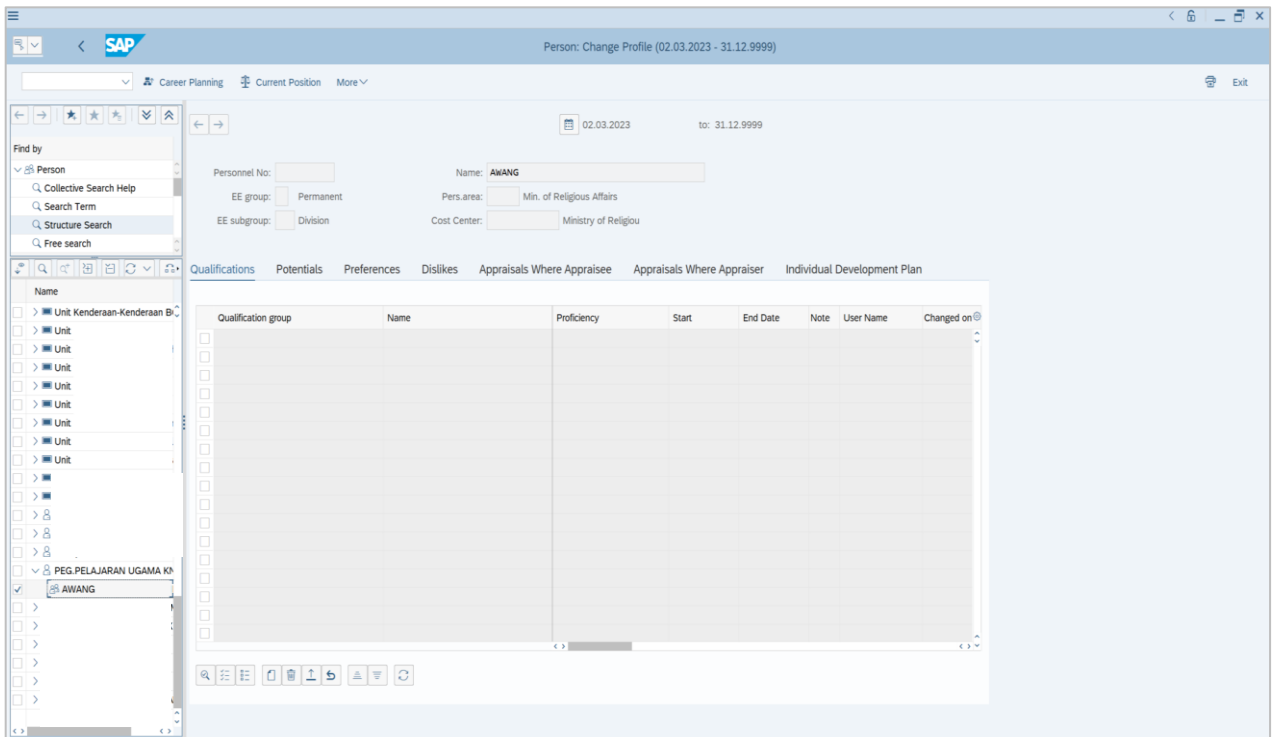
2. Navigate to **Find by** and click **dropdown** on person.
3. Click on **Structure Search**.



4. **Double click** on the selected person.

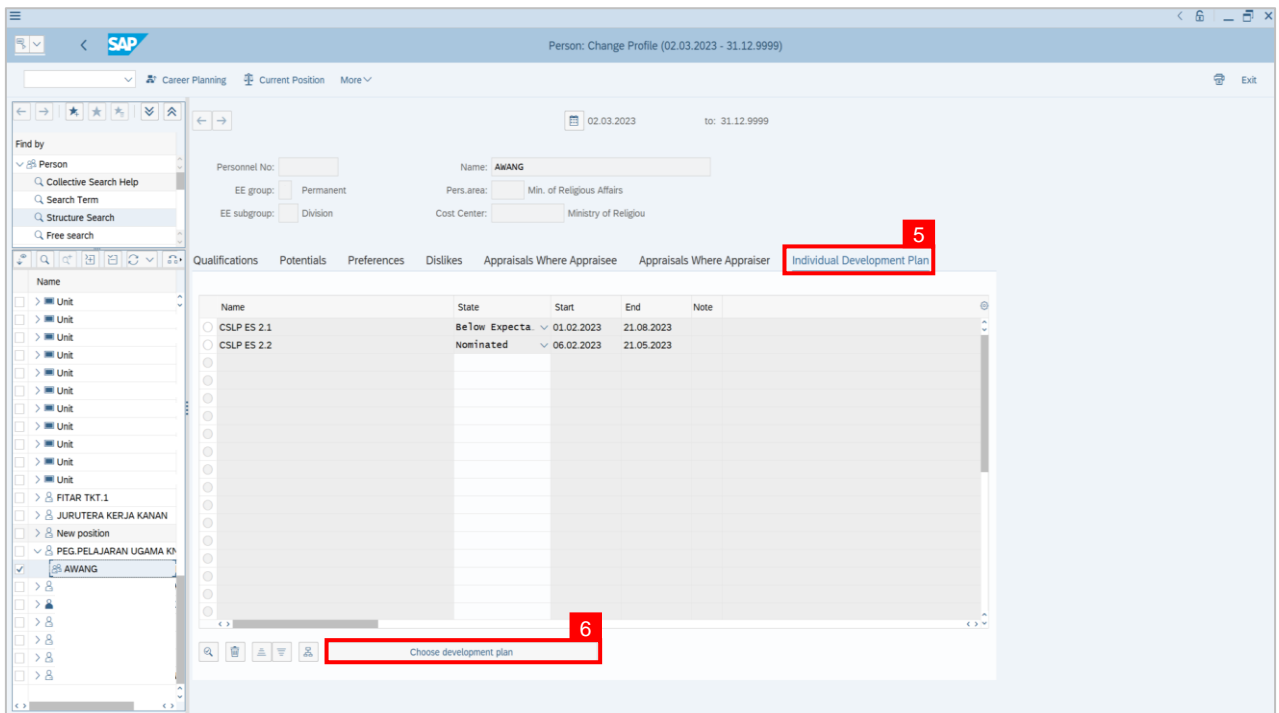


Note: Person: Change Profile page will be displayed.

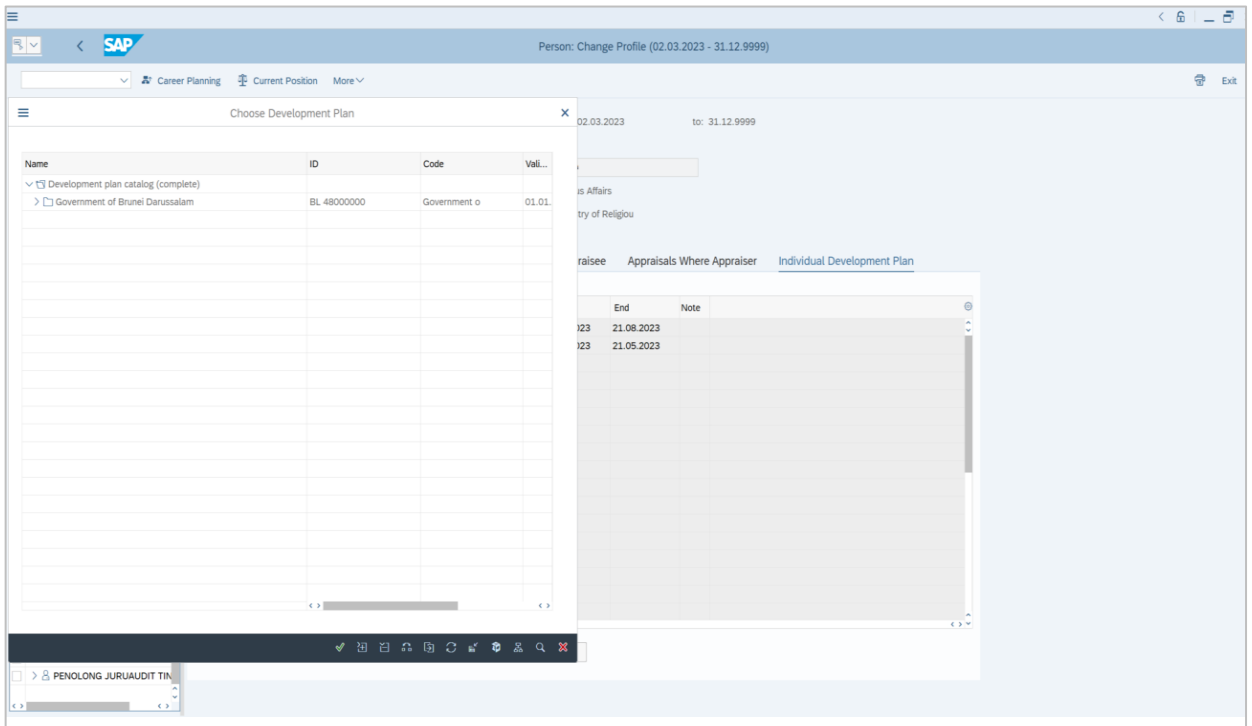


5. In **Individual Development Plan** tab.

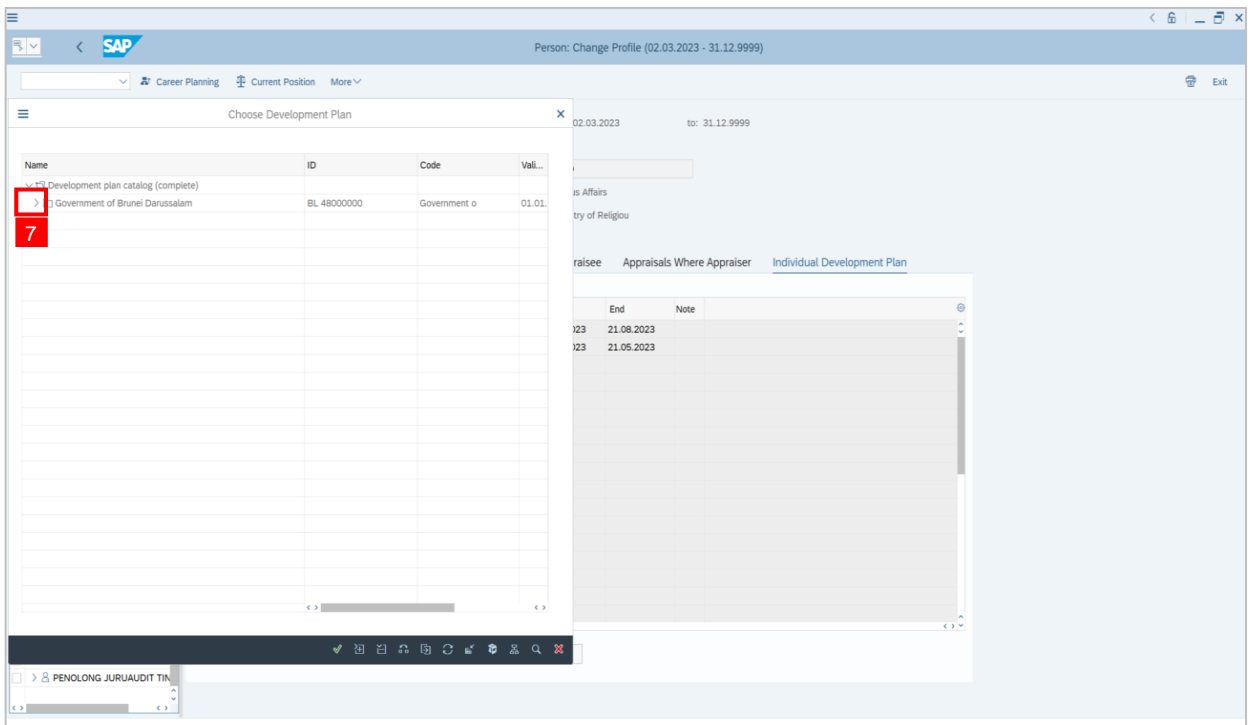
6. Navigate to **Choose development plan** and click on it.



Note: Choose Qualification window will be displayed.

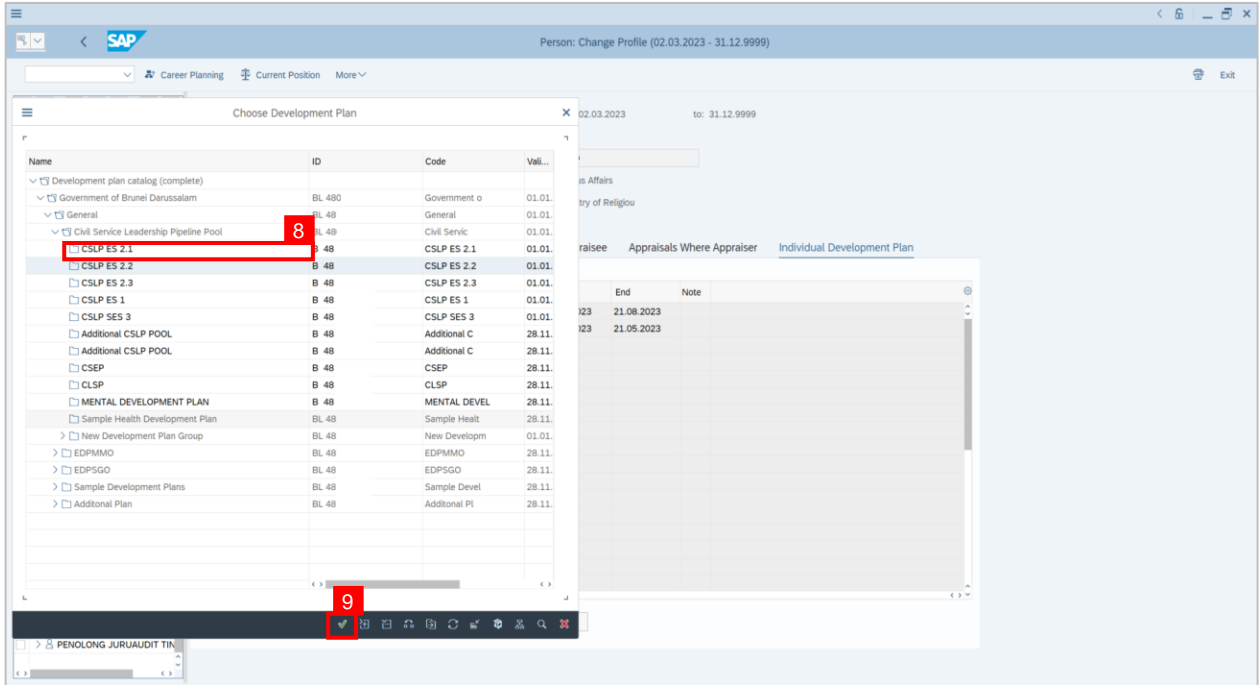


7. Click on the **dropdown** icon to display more qualification options.

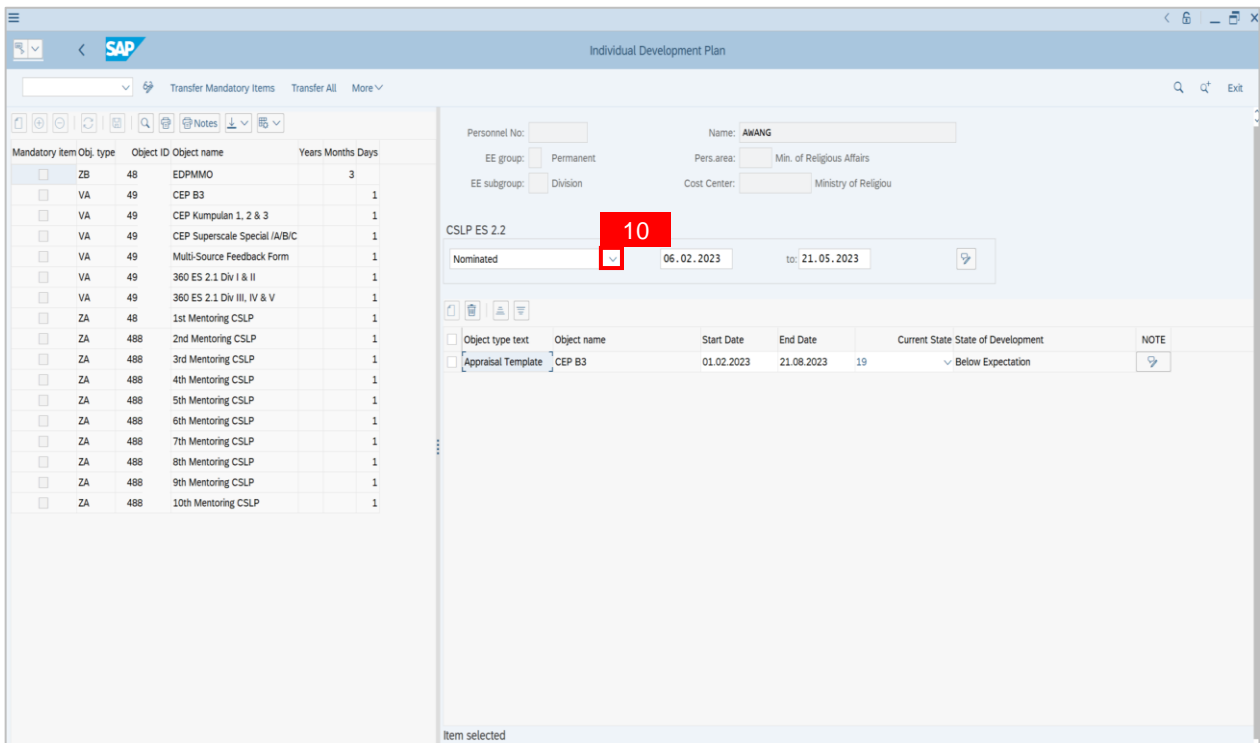


8. Double click on **CSLP ES 2.1**

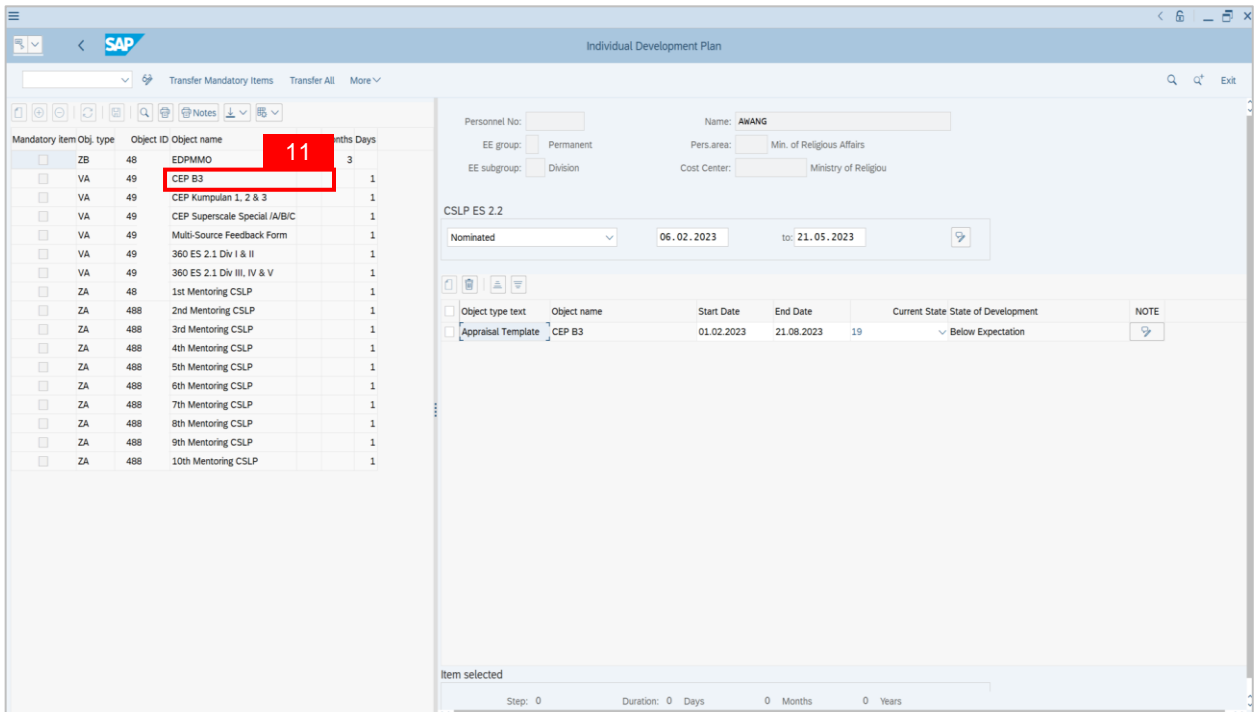
9. Or click **CSLP ES 2.1** and click on **tick** icon.



10. Click on the **dropdown** icon to choose the status of the activity. For example: **Nominated**.



11. Click on the activity for the individual. For example: **CEP B3**

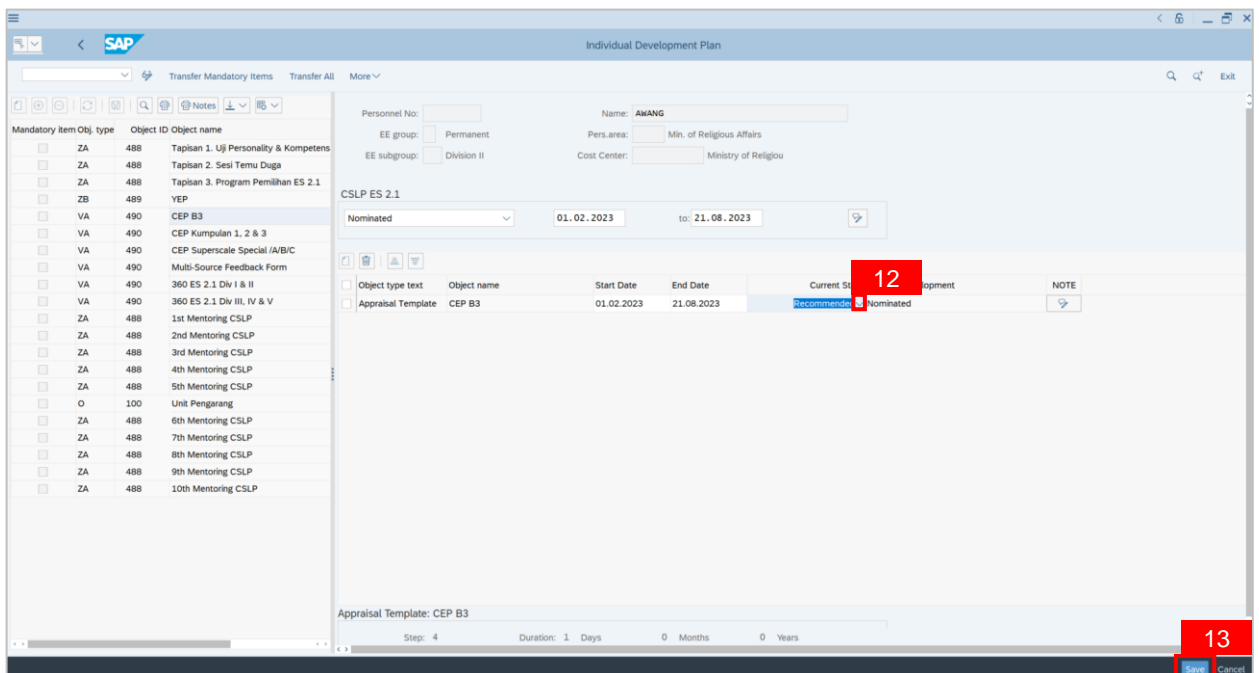


12. Click on the **dropdown** icon to choose the status of the activity. For example:

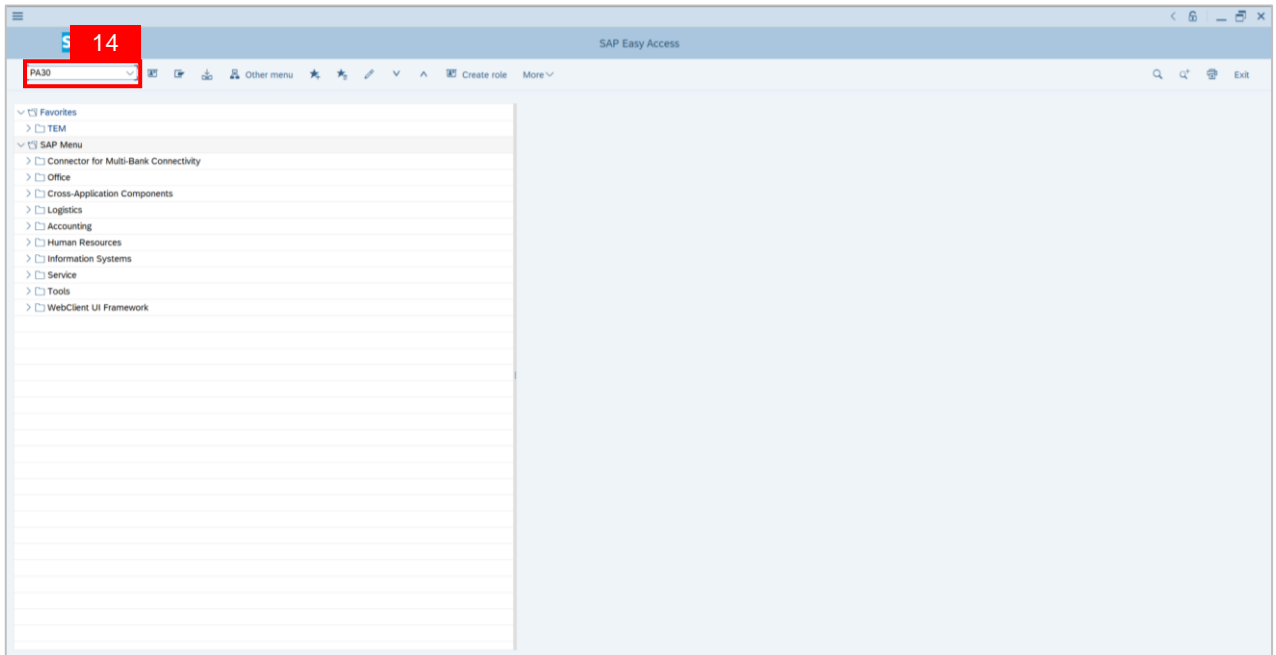
Recommended.

13. Click on **Save** button.

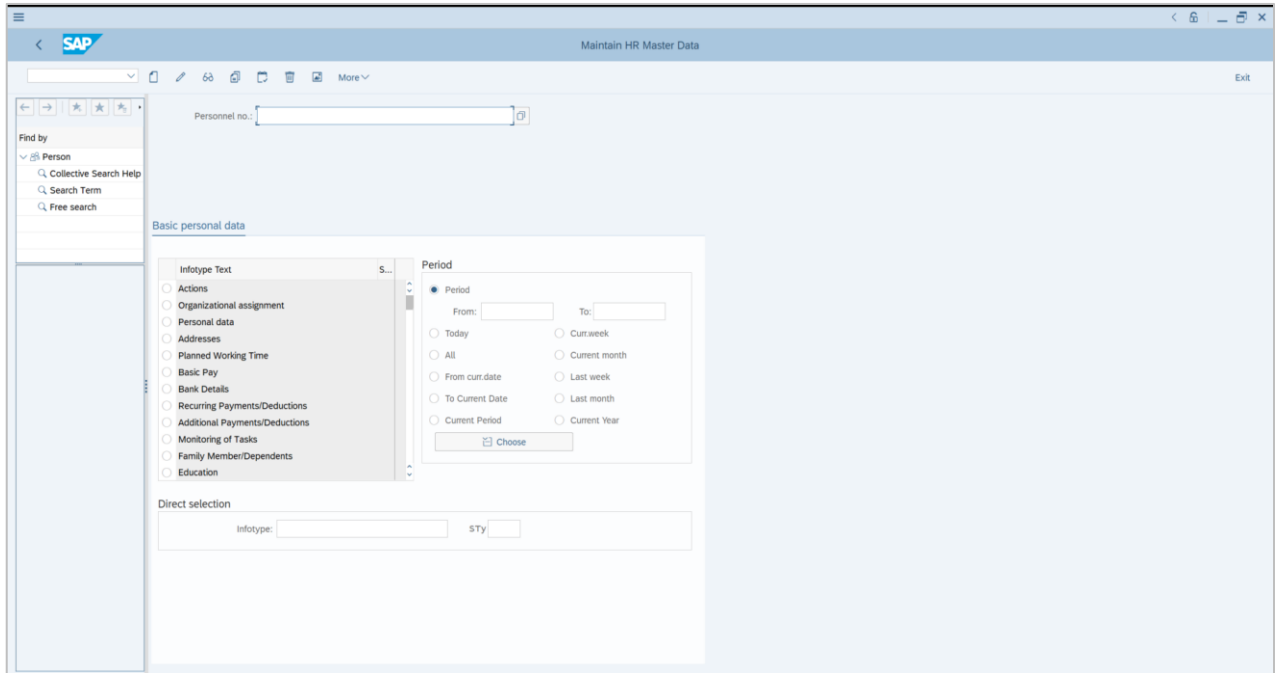
Note: Successfully assigned an individual for CEP Assessment.



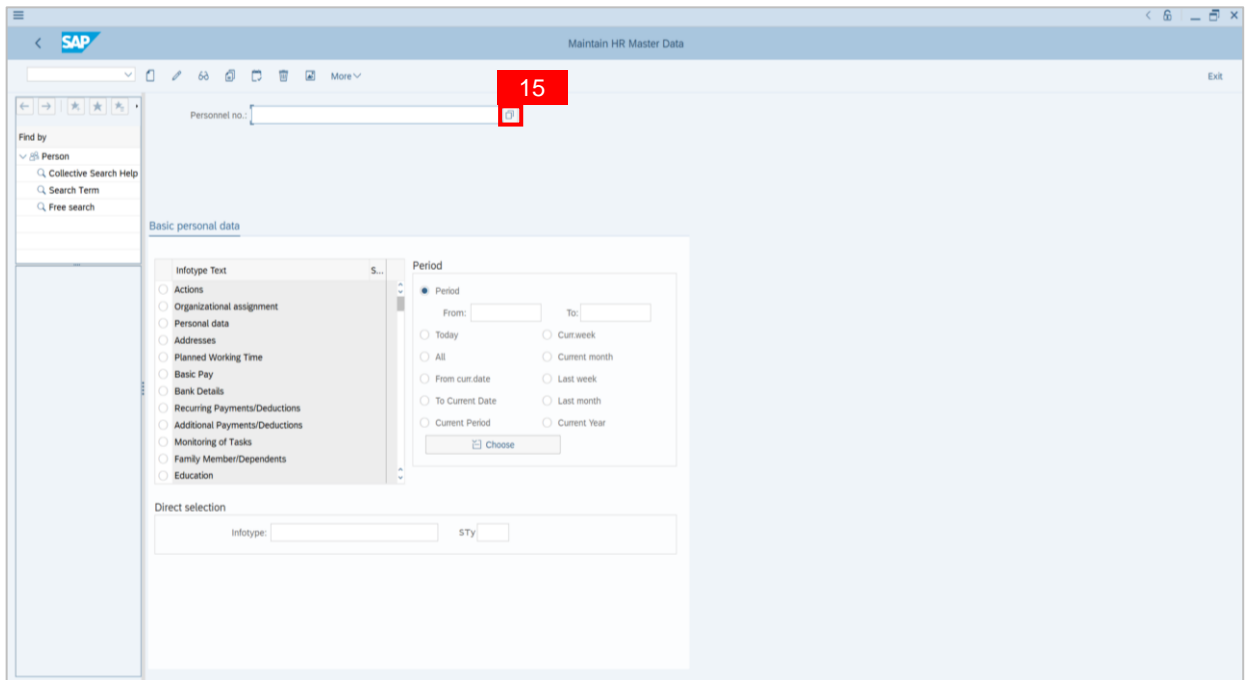
14. Enter **PA30** in the search bar.



Note: Maintain HR Master Data page will be displayed.

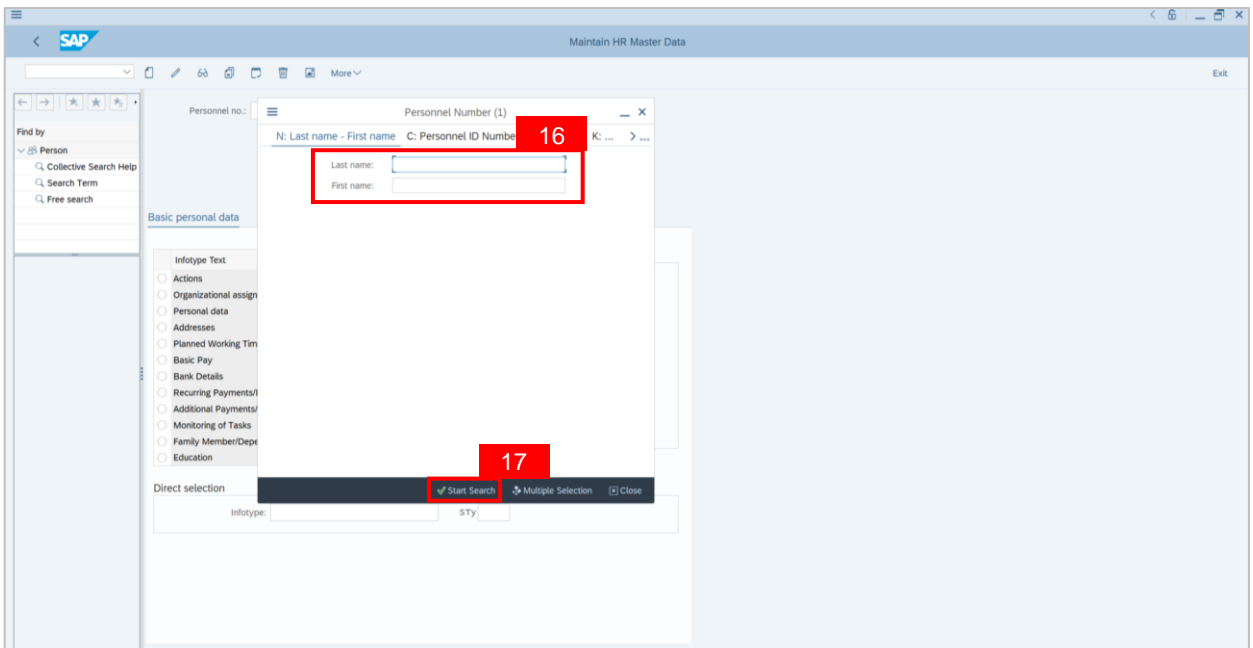


15. Click on **Search** icon to search for **Personnel no.**



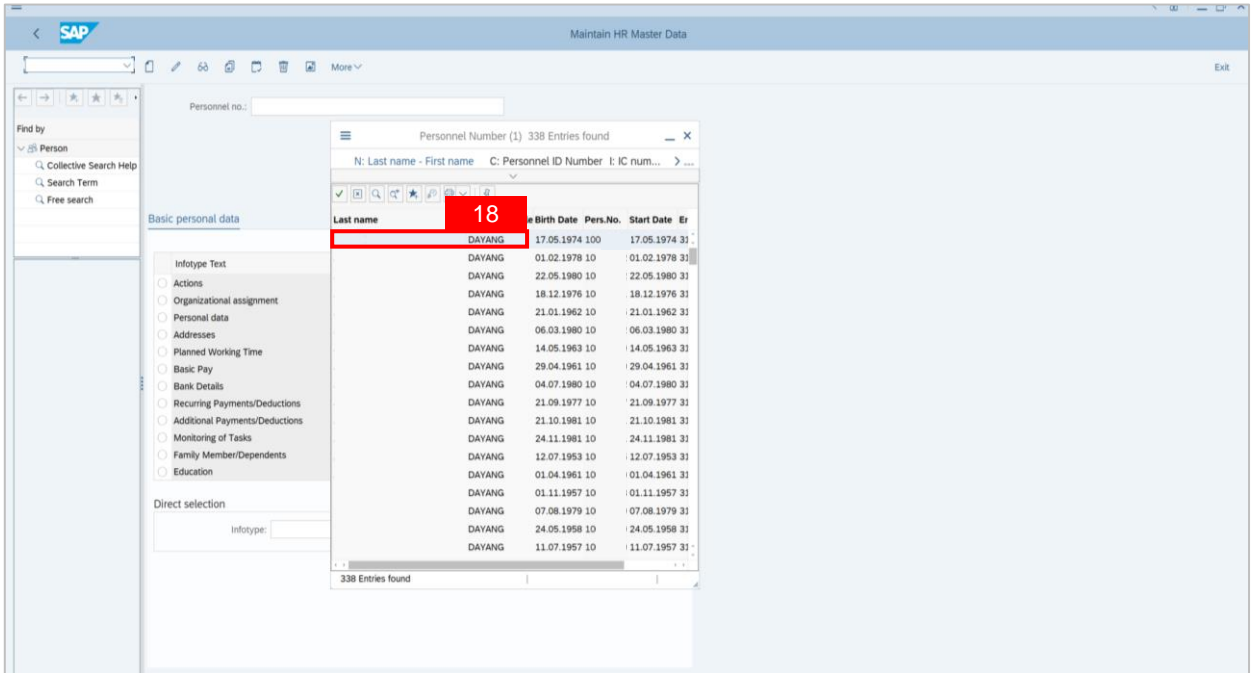
16. Enter names on **Last Name** and **First Name**.

17. Click on **Start Search** button.

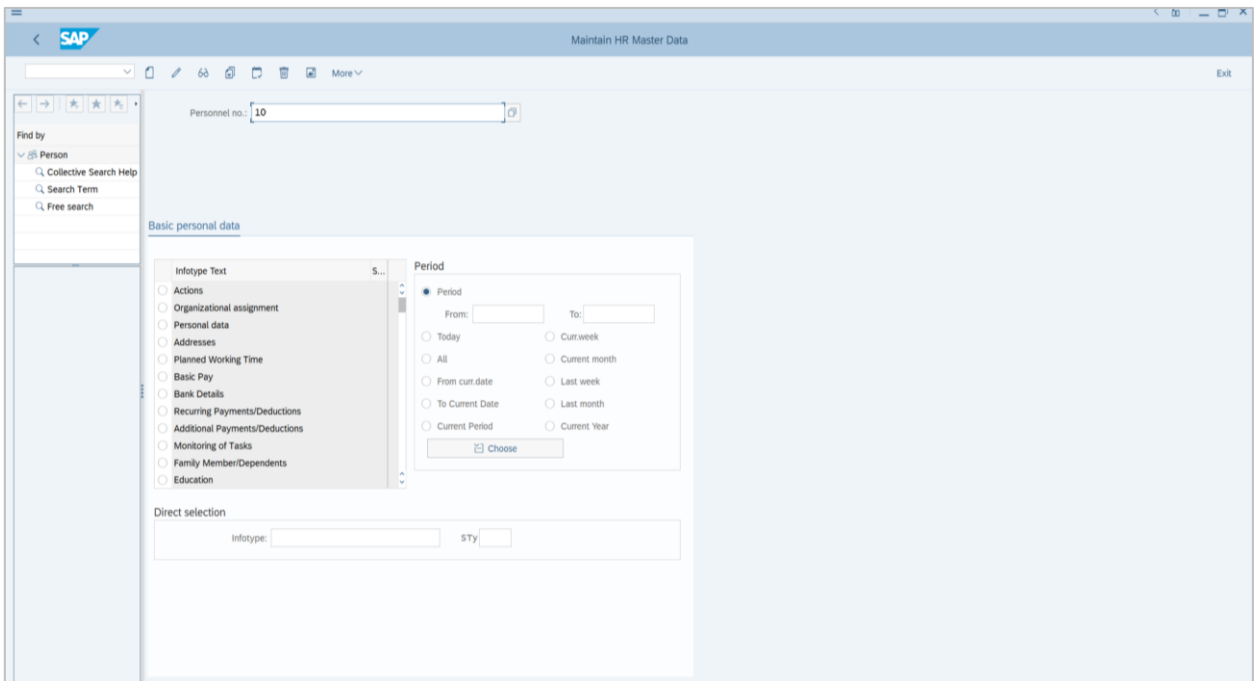


Note: List of names will be displayed.

18. Double click on the **selected individual** on the names listed

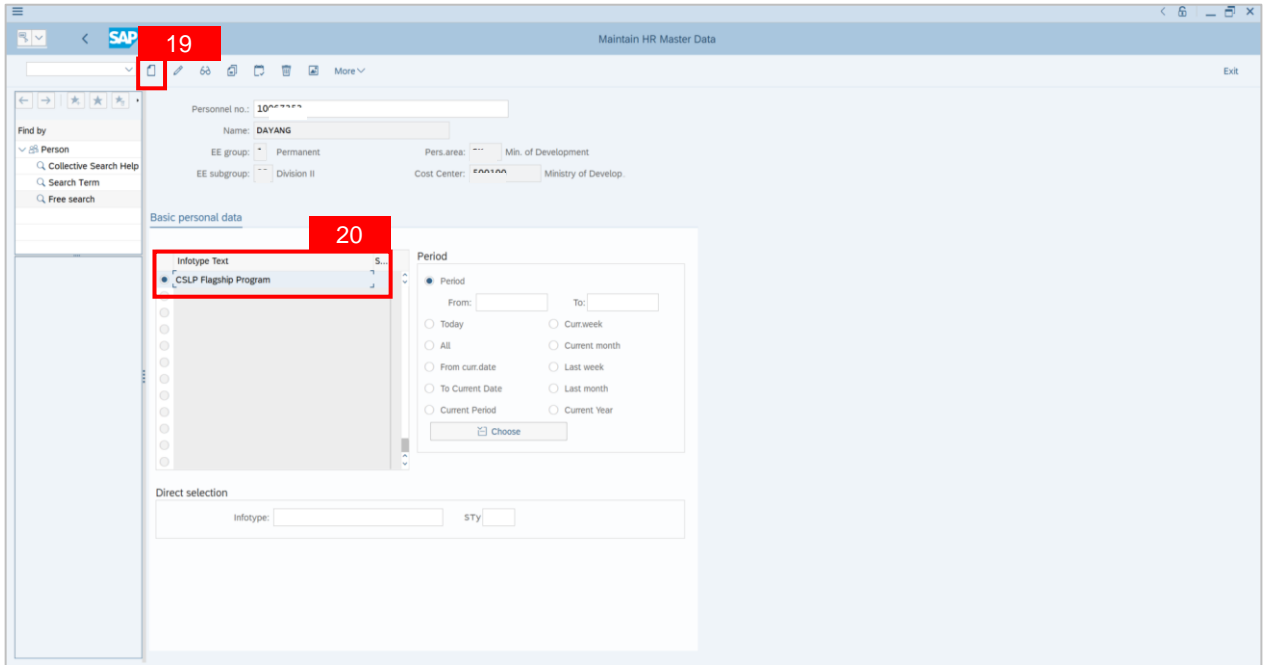


Note: Personnel no. will be shown in the Maintain HR Master Data page.

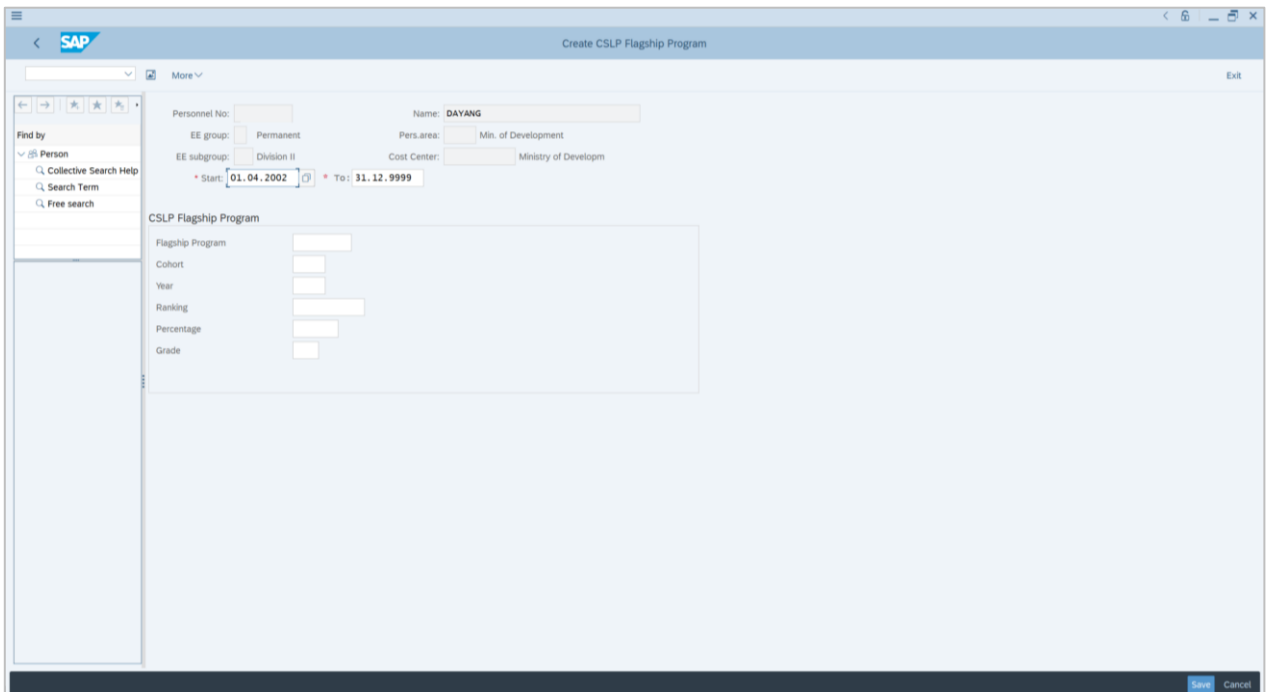


19. Navigate to **Infotype Text** and click on **CSLP Program** radio button.

20. Click on **create** icon.

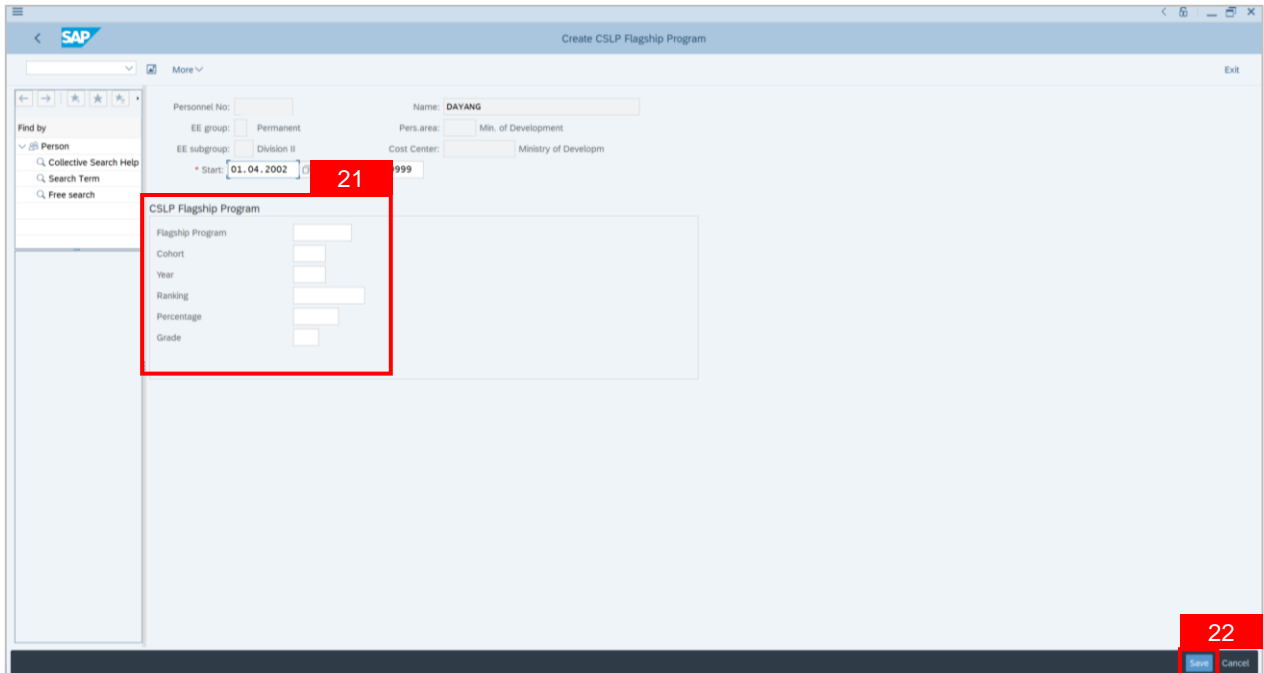


Note: Create CSLP Flagship Program will be displayed.



21. Fill in the details on **CSLP Flagship Program**.

22. Click on **Save** button.



The screenshot shows the SAP GUI interface for creating a CSLP Flagship Program. The main window title is "Create CSLP Flagship Program". The interface includes a search bar, a "Find by" section with options like "Person", "Collective Search Help", "Search Term", and "Free search". The main form fields are: Personnel No., Name (DAYANG), EE group (Permanent), Pers.area (Min. of Development), EE subgroup (Division II), Cost Center (Ministry of Development), and Start date (01.04.2002). A red box highlights the Start date field, labeled "21". Below the main form, there is a section titled "CSLP Flagship Program" with fields for Flagship Program, Cohort, Year, Ranking, Percentage, and Grade. A red box highlights this section. At the bottom right, there are "Save" and "Cancel" buttons. The "Save" button is highlighted with a red box, labeled "22".

Outcome: Details of the CSLP Flagship Program is successfully recorded.

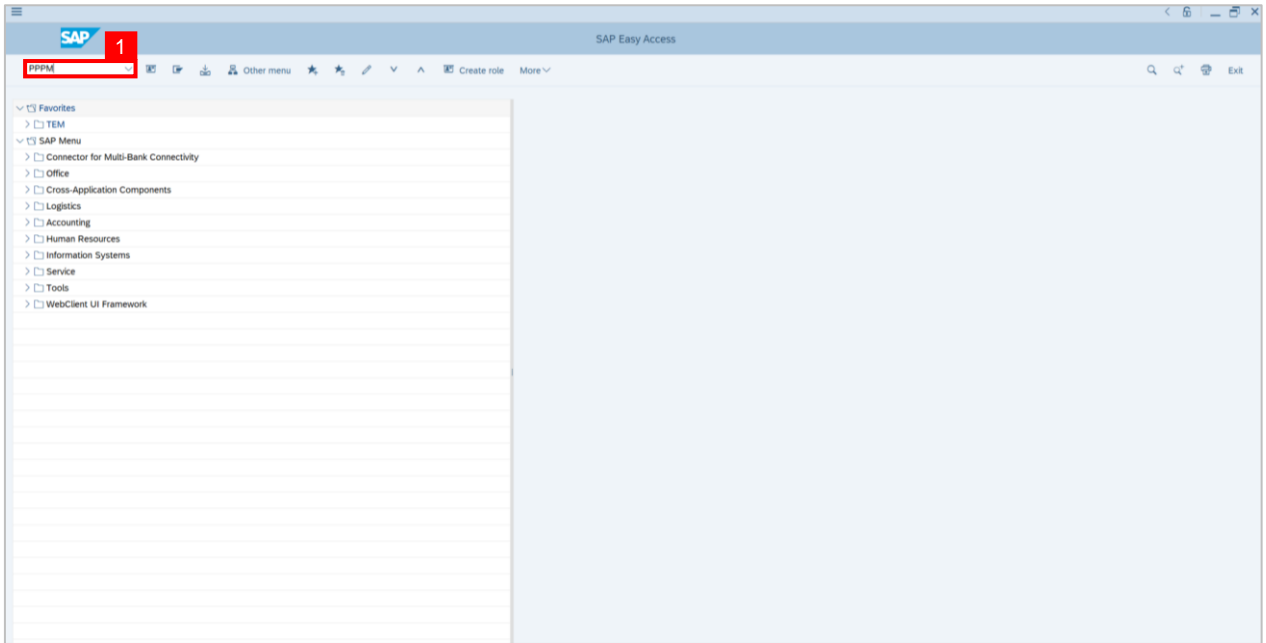
360 ASSESSMENT

Backend User

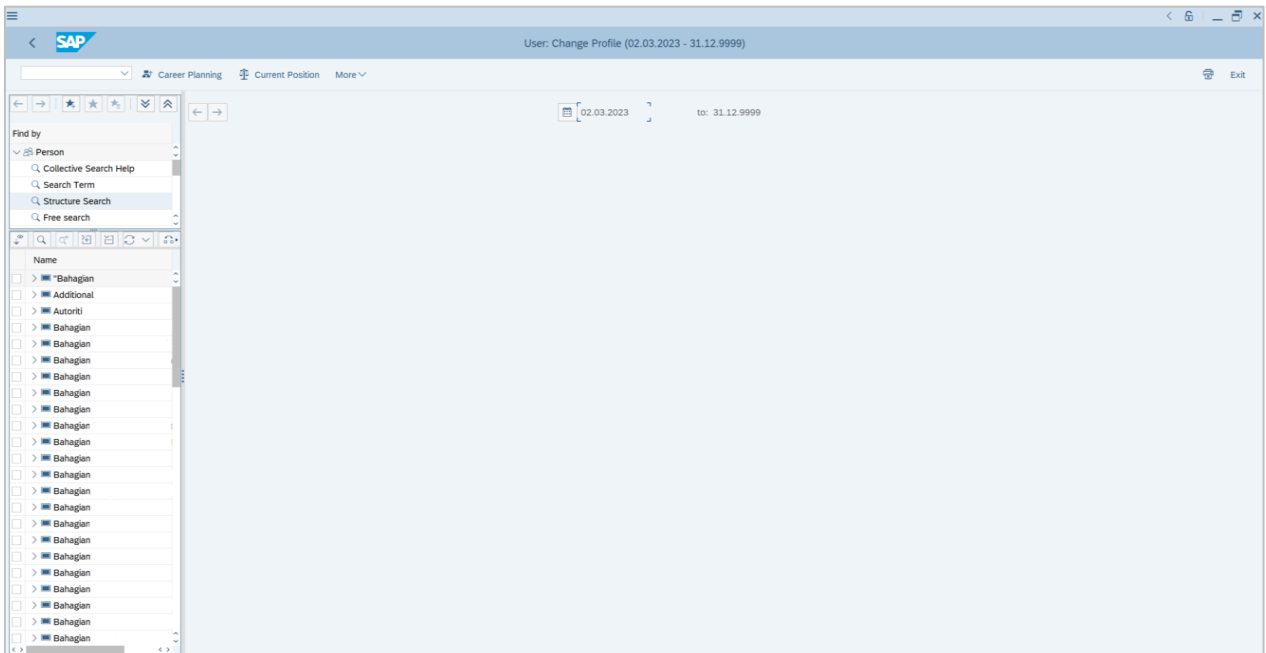
JPA CSLP Administrator

Log into SAP GUI (Back End) and proceed with the following steps.

1. Enter **PPPM** in the search bar.

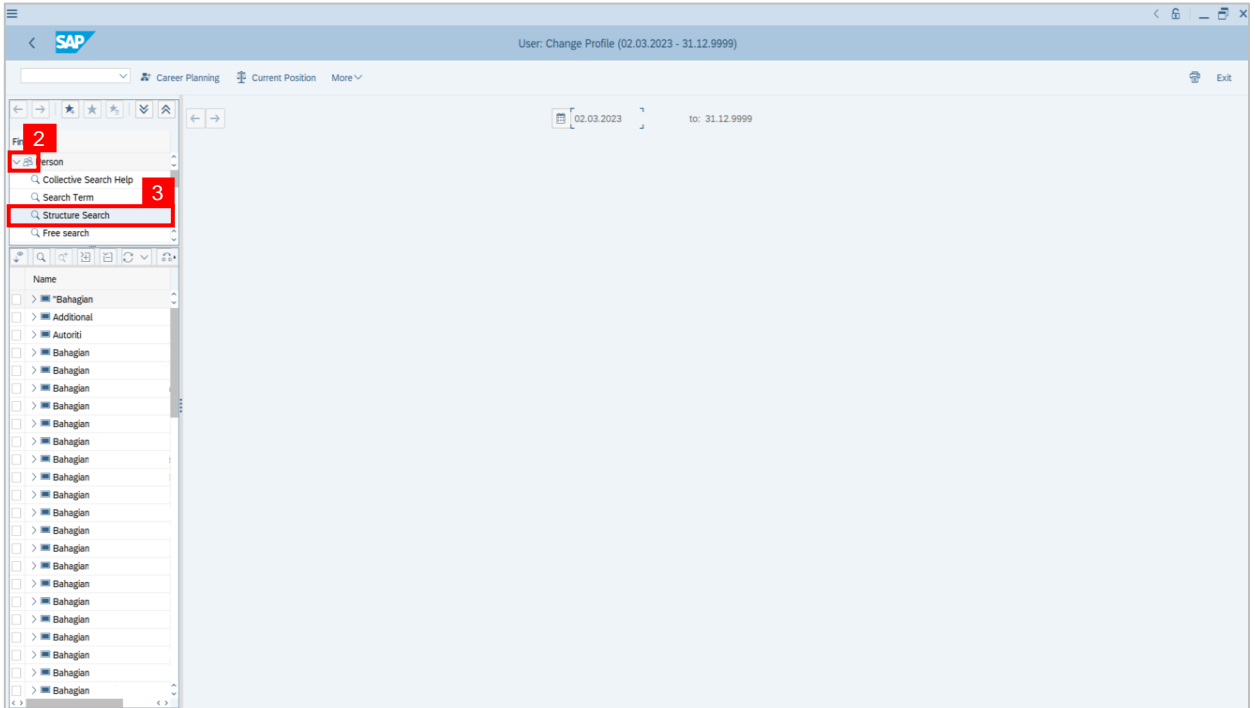


Note: User Change Profile window will be displayed.

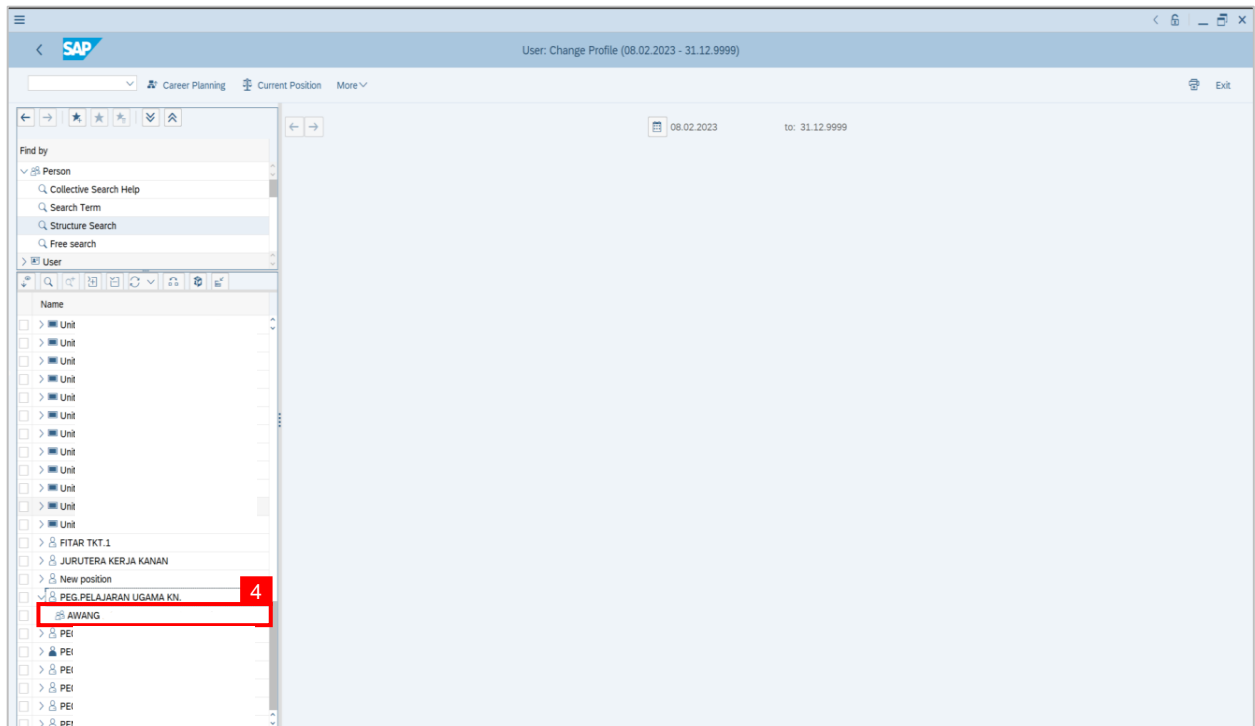


2. Navigate to **Find by** and click **dropdown** on person.

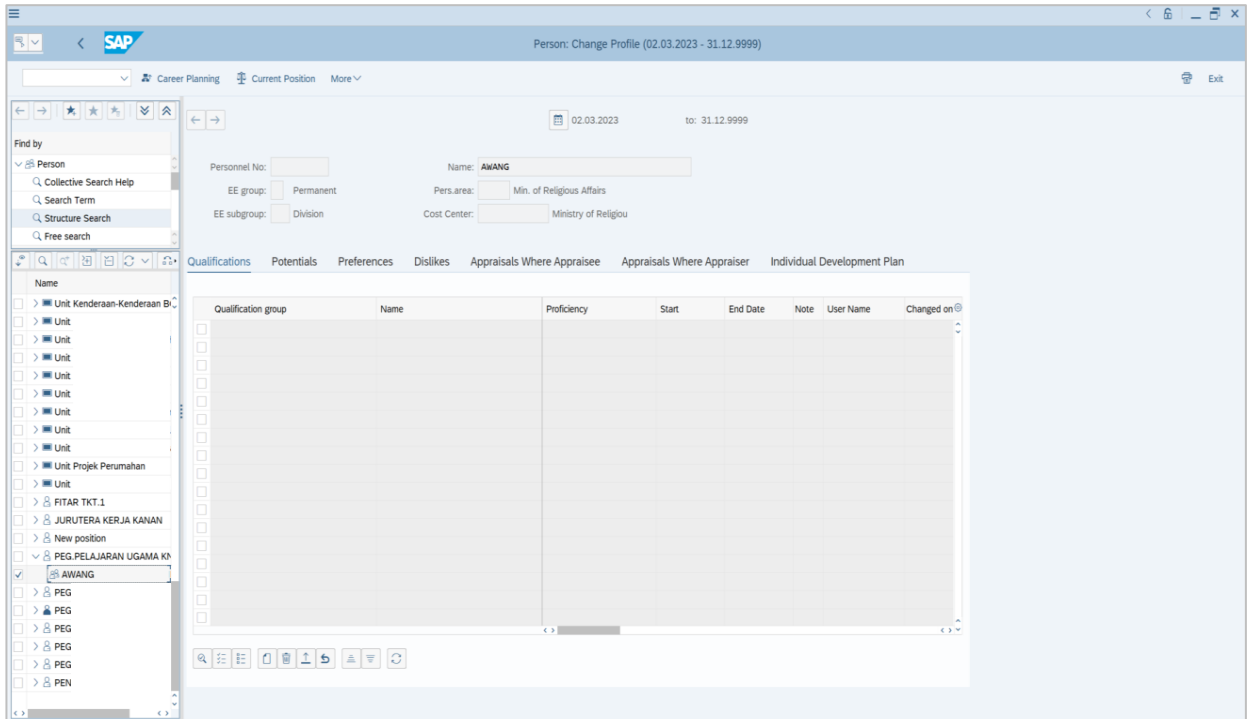
3. Click on **Structure Search**.



4. **Double click** on the selected person.

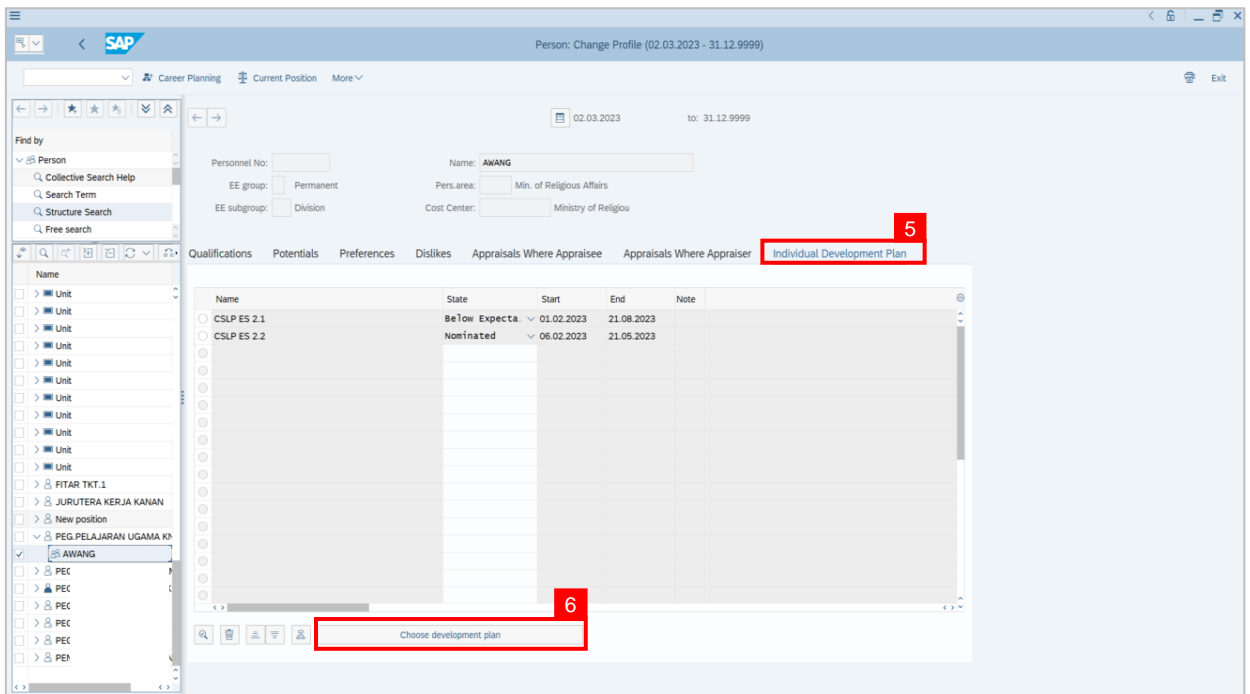


Note: Person: Change Profile page will be displayed.

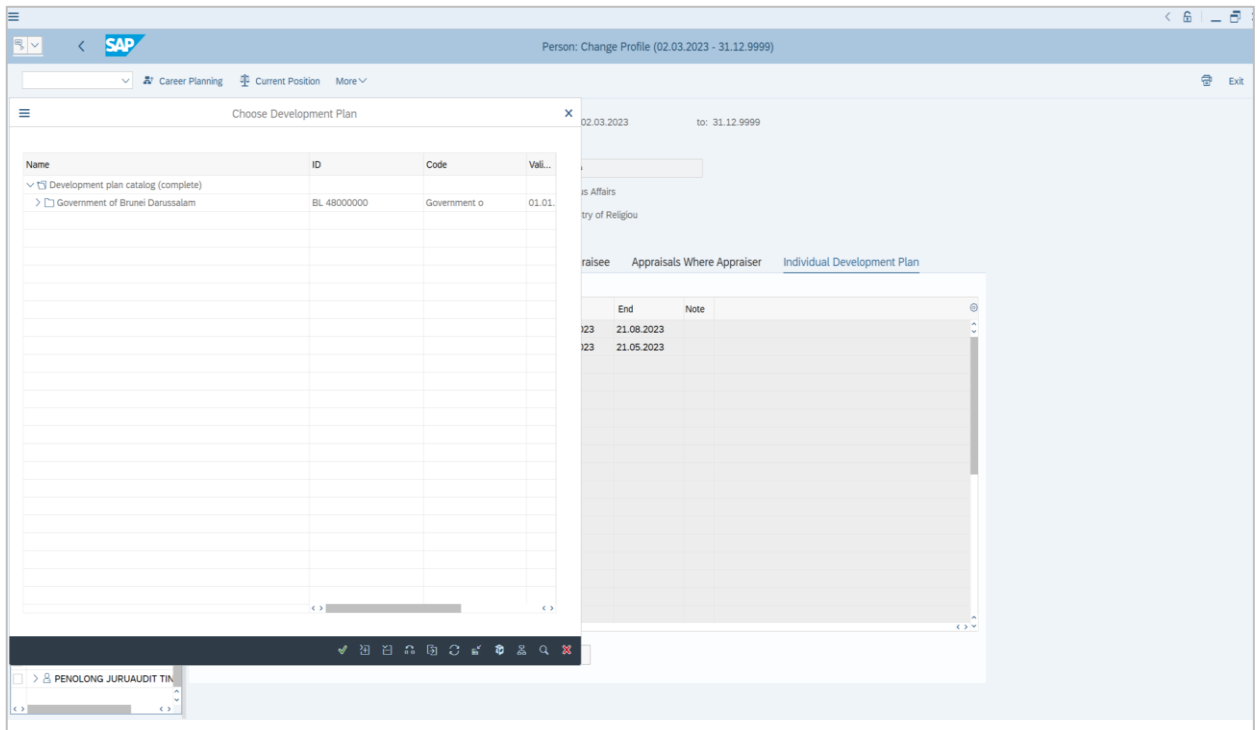


5. In **Individual Development Plan** tab.

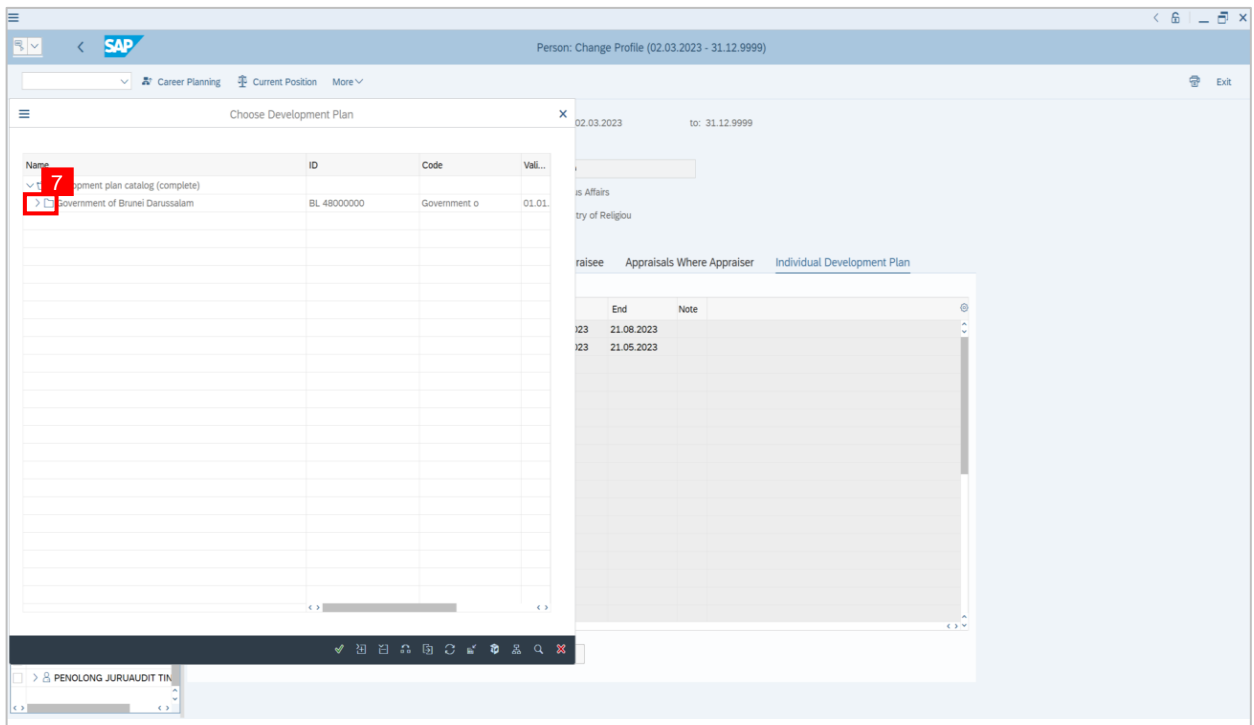
6. Navigate to **Choose development plan** and click on it.



Note: Choose Qualification window will be displayed.

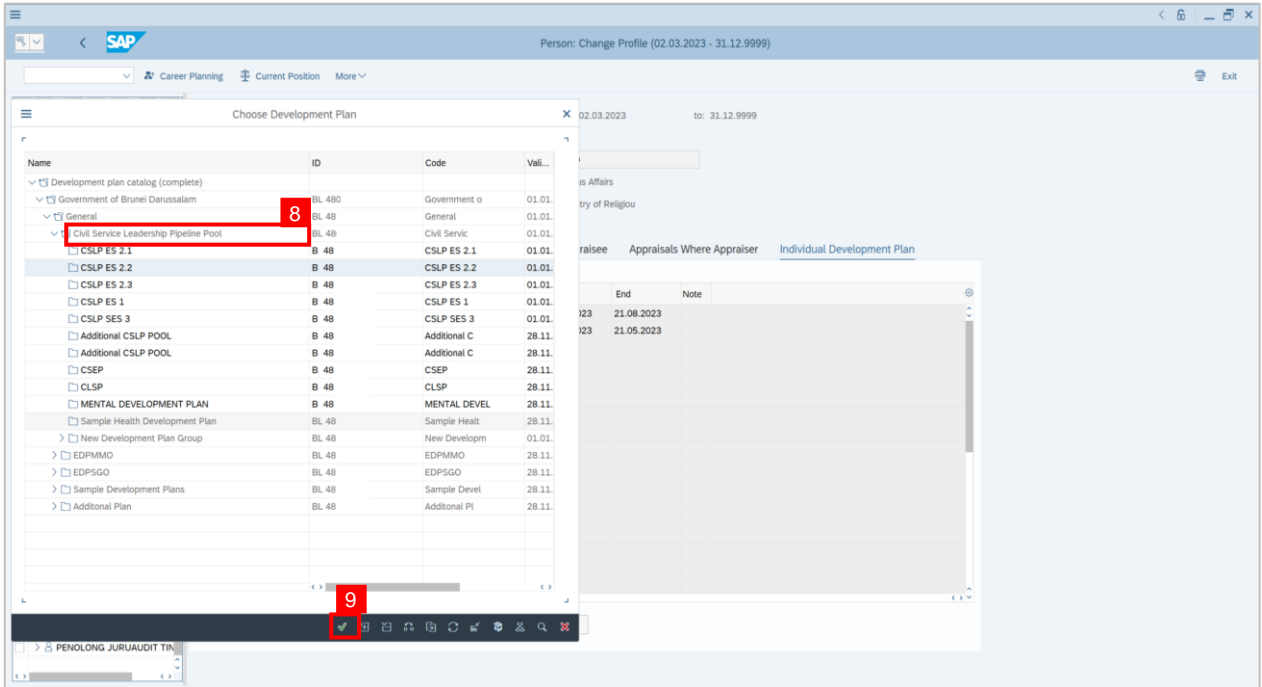


7. Click on the **dropdown** icon to display more qualification options.

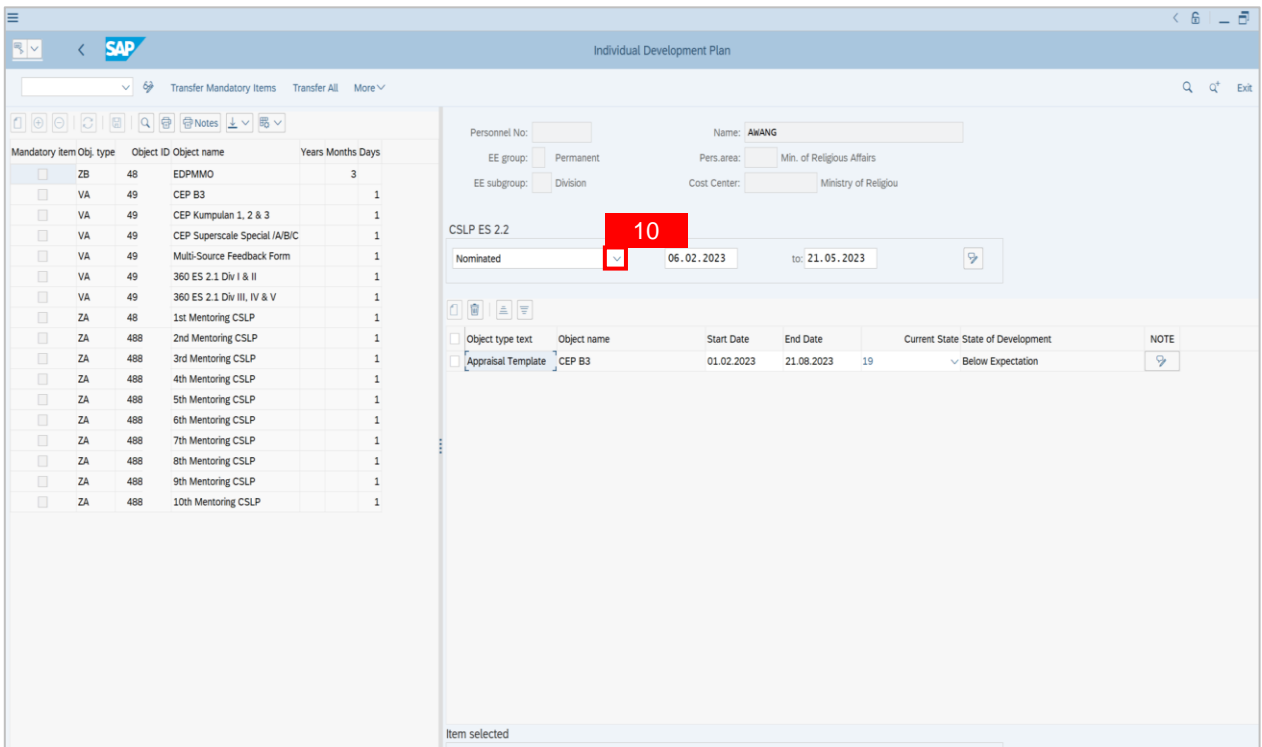


8. Double click on **CSLP ES 2.1**

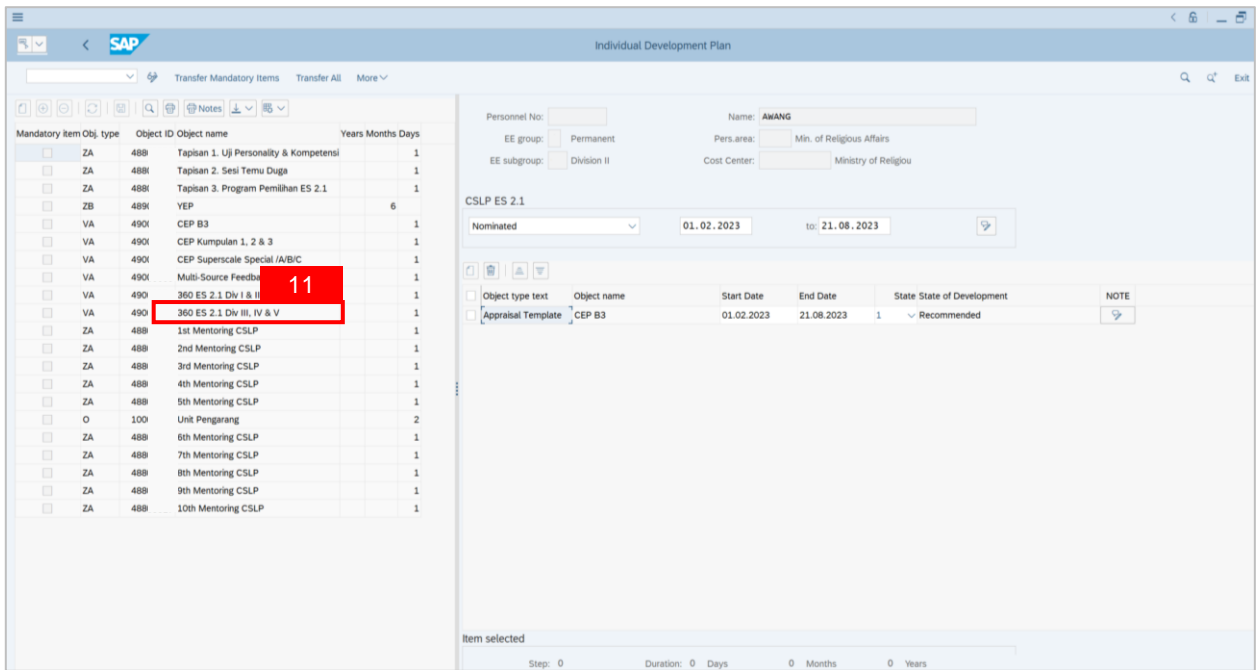
9. Or click **CSLP ES 2.1** and click the **tick** icon.



10. Click on the **dropdown** icon to choose the status of the activity. For example: **Nominated**.



11. Click on the activity for the individual. For example: **360 ES 2.1 Div I & II**.

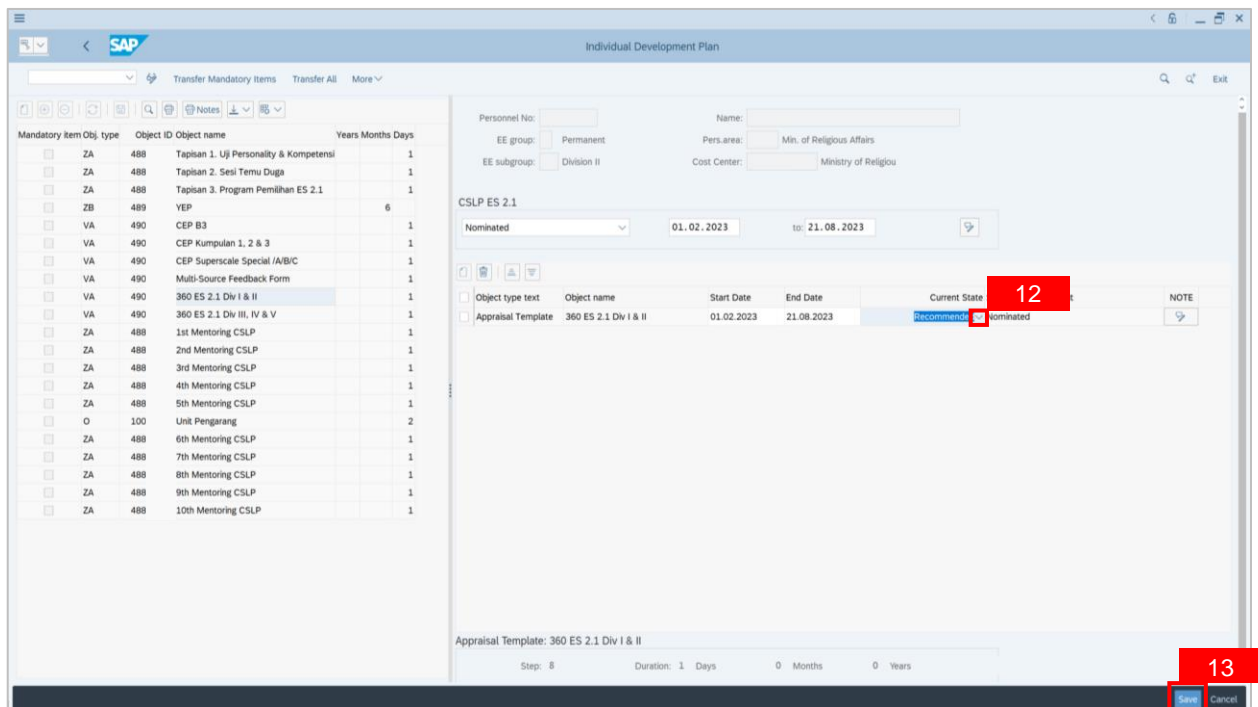


The screenshot shows the SAP Individual Development Plan (IDP) interface. On the left, a table lists activities with columns for 'Mandatory Item Obj. type', 'Object ID', 'Object name', and 'Years Months Days'. The activity '360 ES 2.1 Div I & II' is highlighted with a red box and labeled '11'. On the right, the 'Appraisal Template' section shows 'Current State' set to 'Recommended'.

12. Click **dropdown** icon to choose the current state. For example: **Recommended**.

13. Click on **Save** button.

Outcome: Successfully assigned an individual for 360 Assessment.



The screenshot shows the SAP Individual Development Plan (IDP) interface after the activity has been assigned. The 'Current State' is now 'Recommended' and 'nominated'. The 'Save' button is highlighted with a red box and labeled '13'.

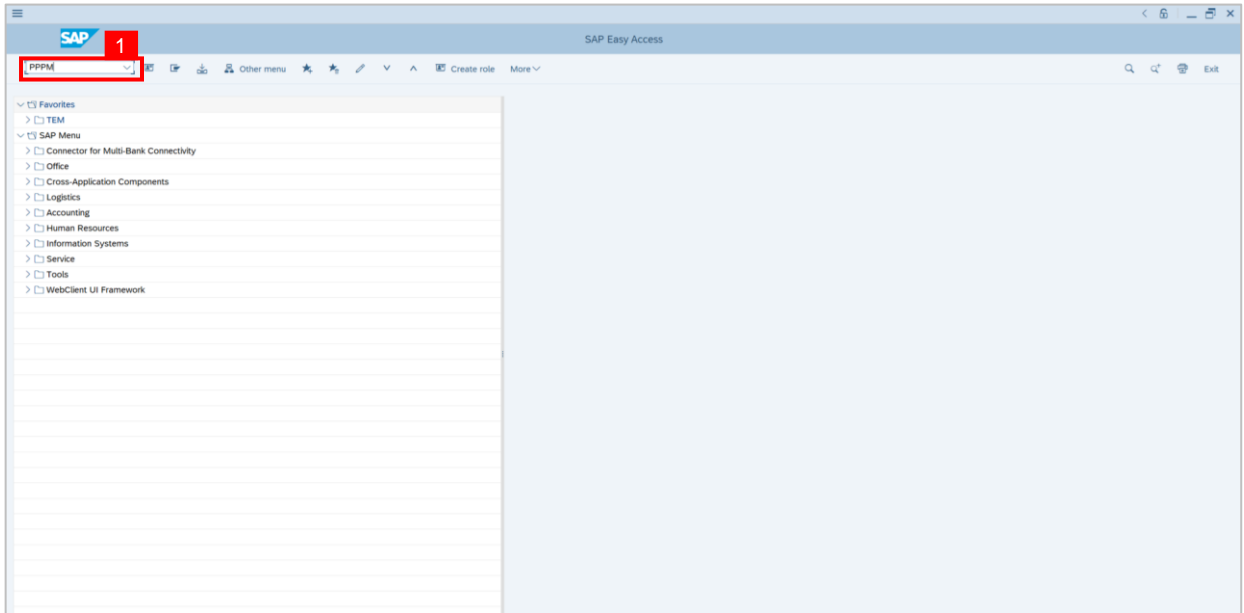
**MULTI-SOURCE
ASSESSMENT**

Backend User

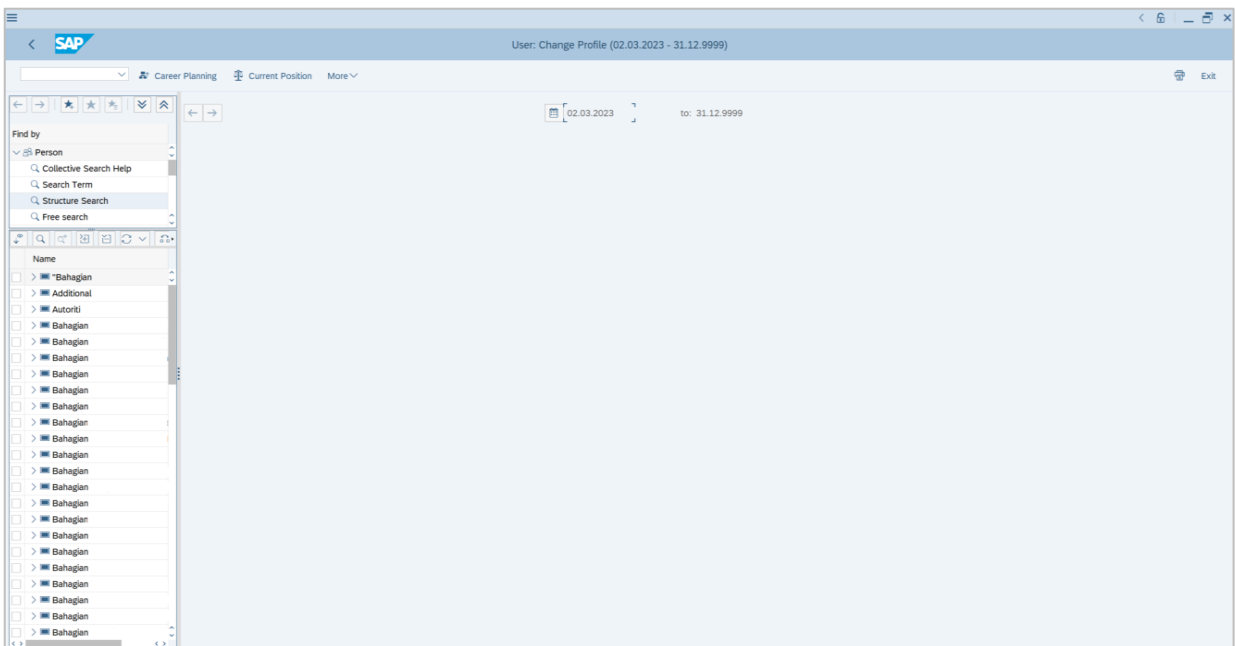
JPA CSLP Administrator

Log into SAP GUI (Back End) and proceed with the following steps.

1. Enter **PPPM** in the search bar.

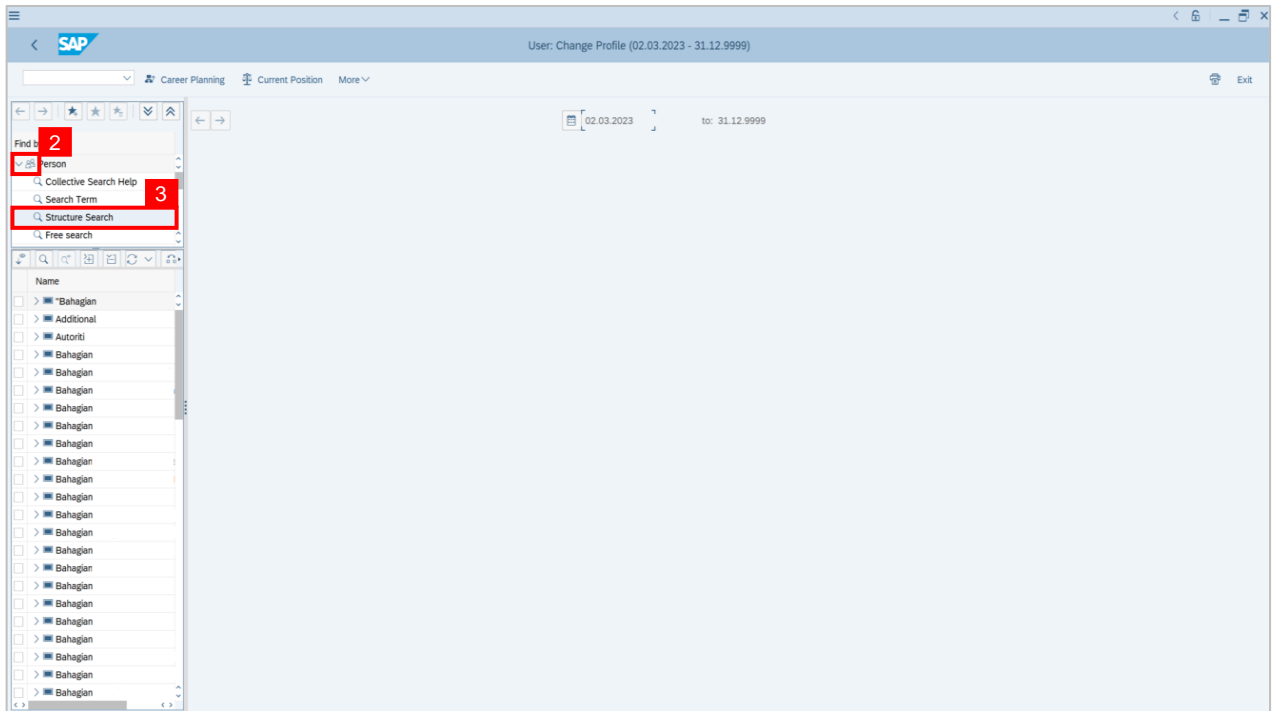


Note: User Change Profile window will be displayed.

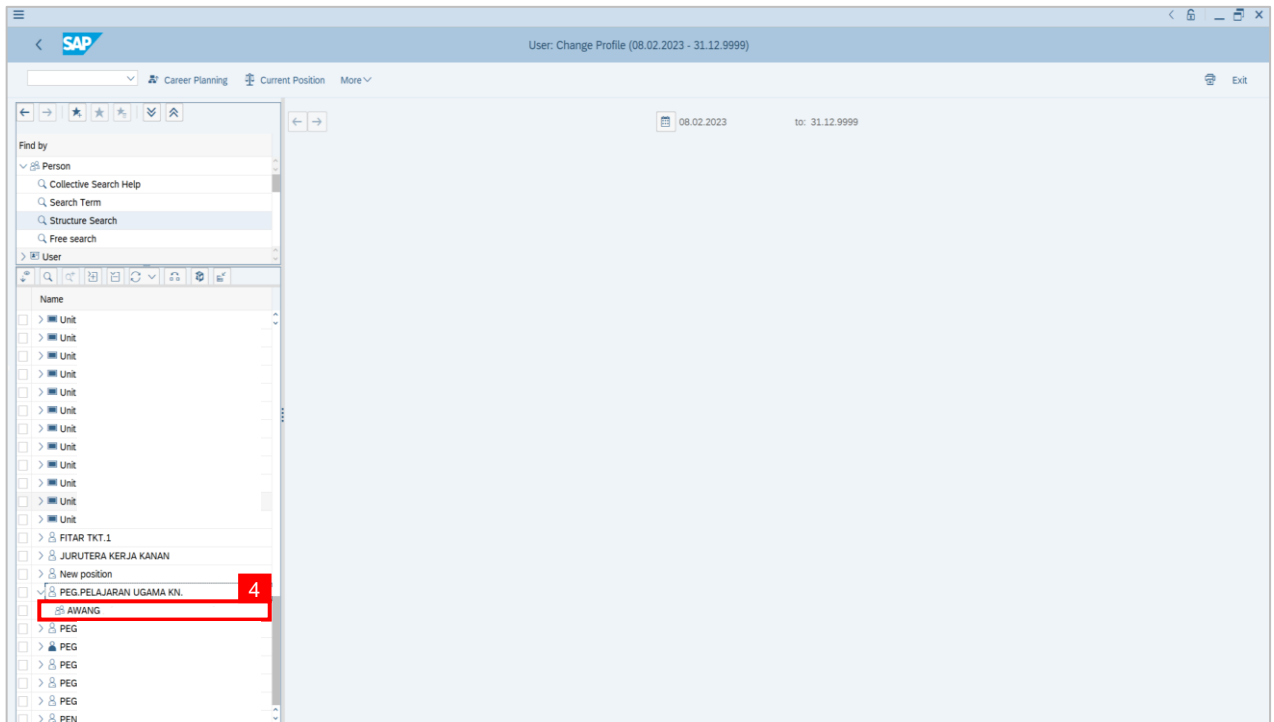


2. Navigate to **Find by** and click **dropdown** on person.

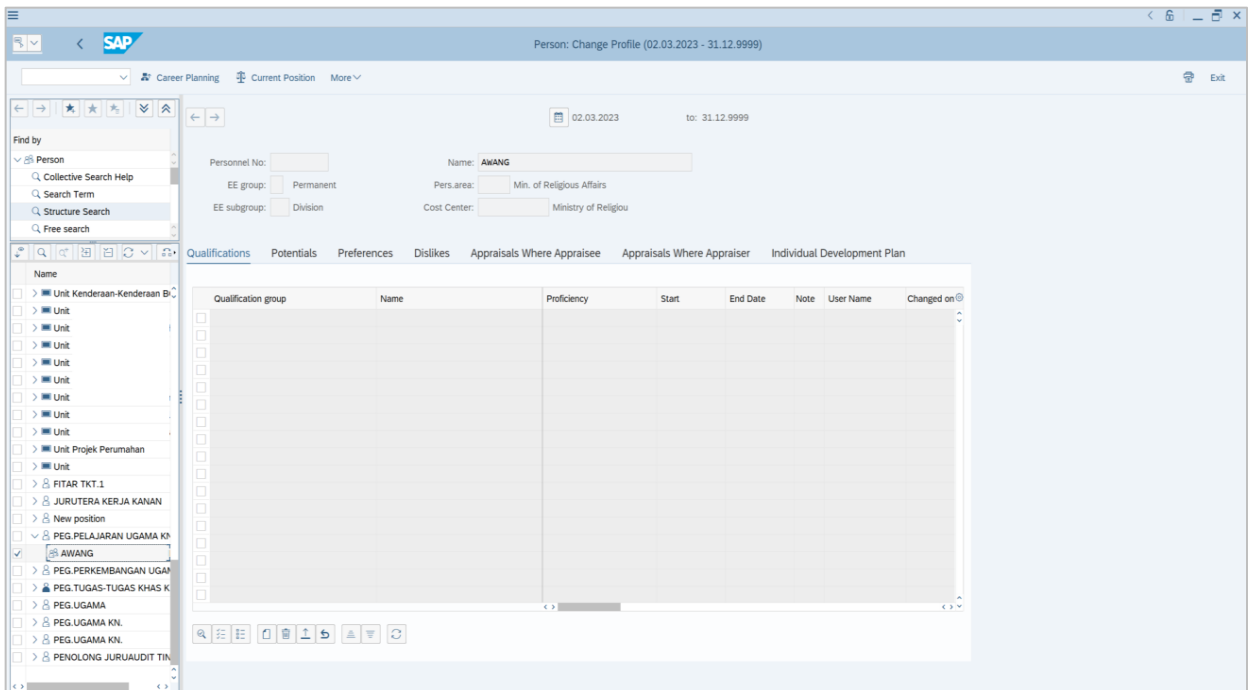
3. Click on **Structure Search**.



4. **Double click** on the selected person.

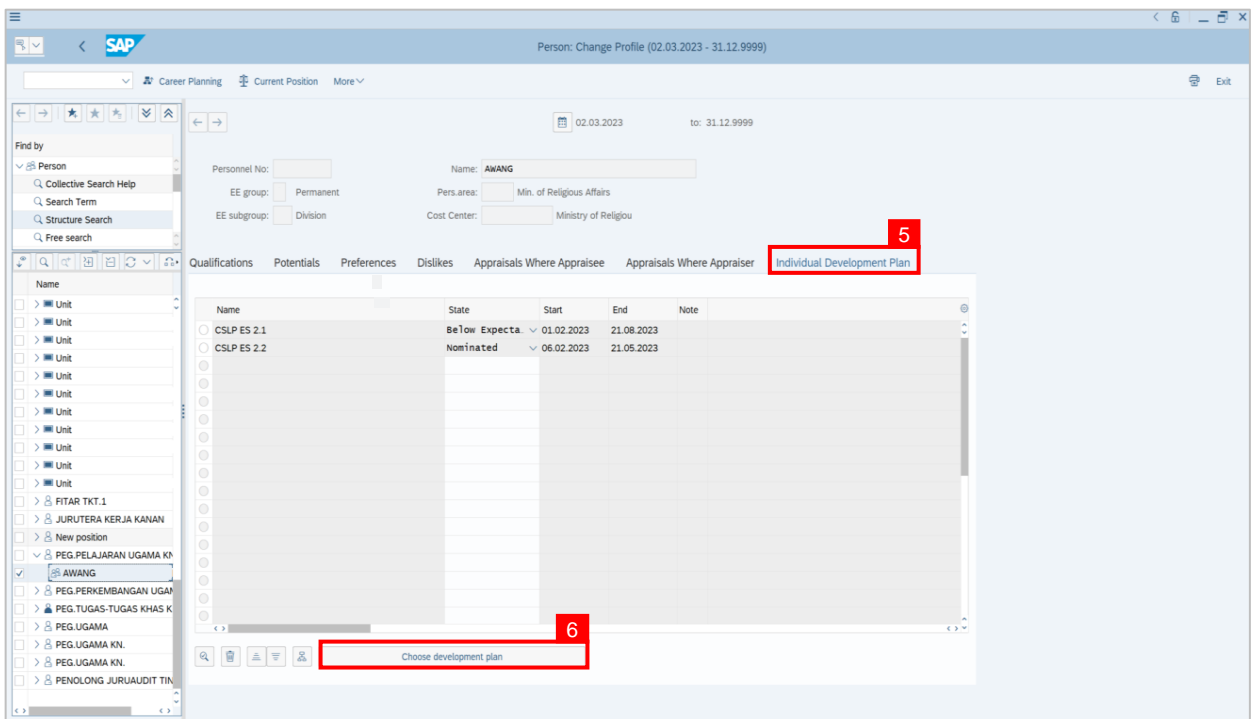


Note: Person: Change Profile page will be displayed.

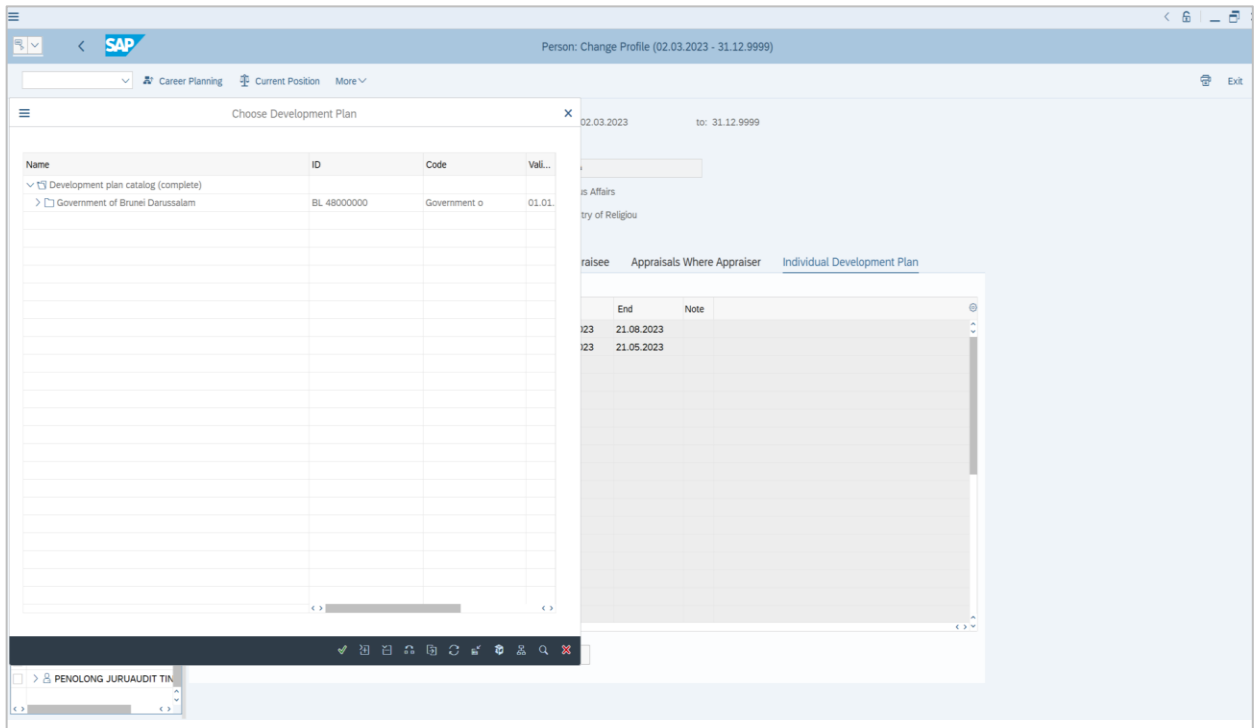


5. In **Individual Development Plan** tab.

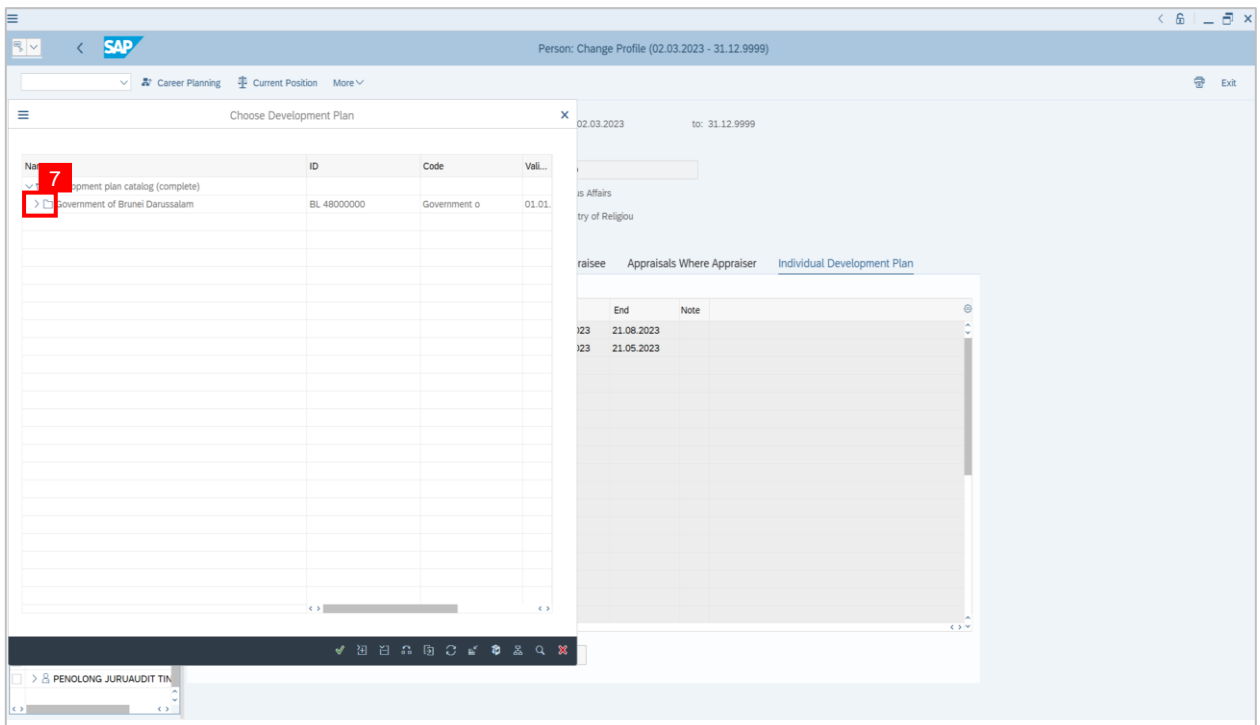
6. Navigate to **Choose development plan** and click on it.



Note: Choose Qualification window will be displayed.

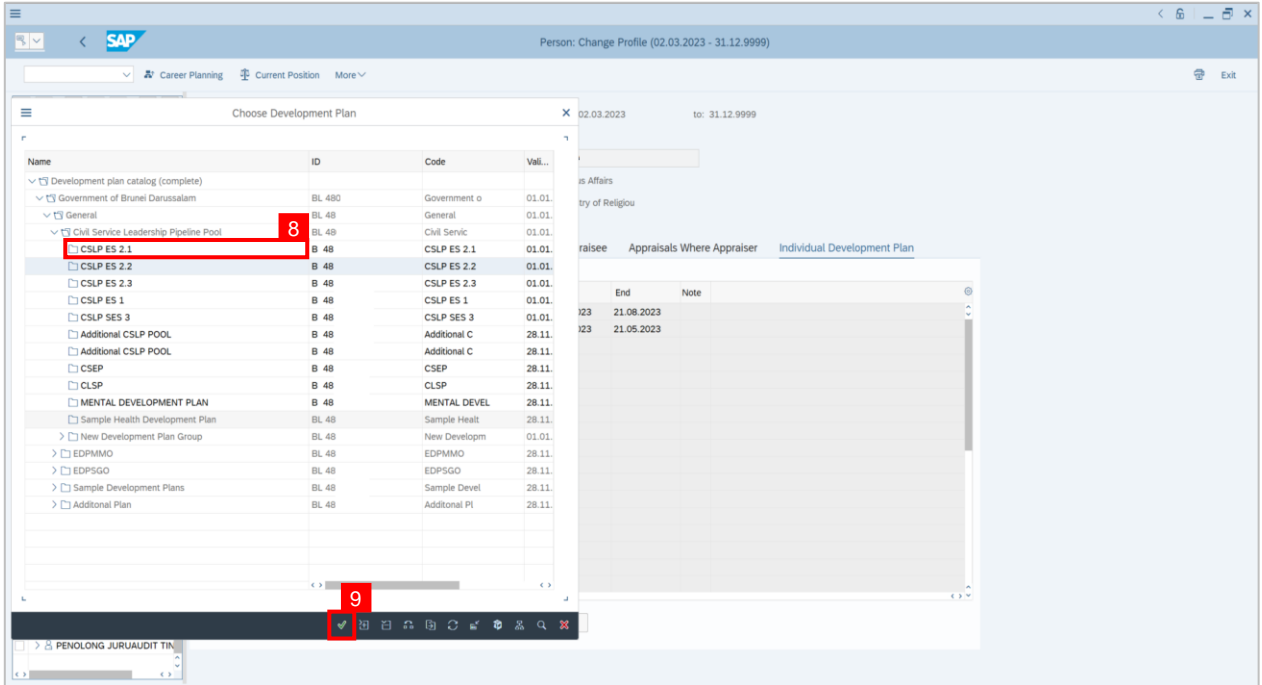


7. Click on the **dropdown** icon to display more qualification options.

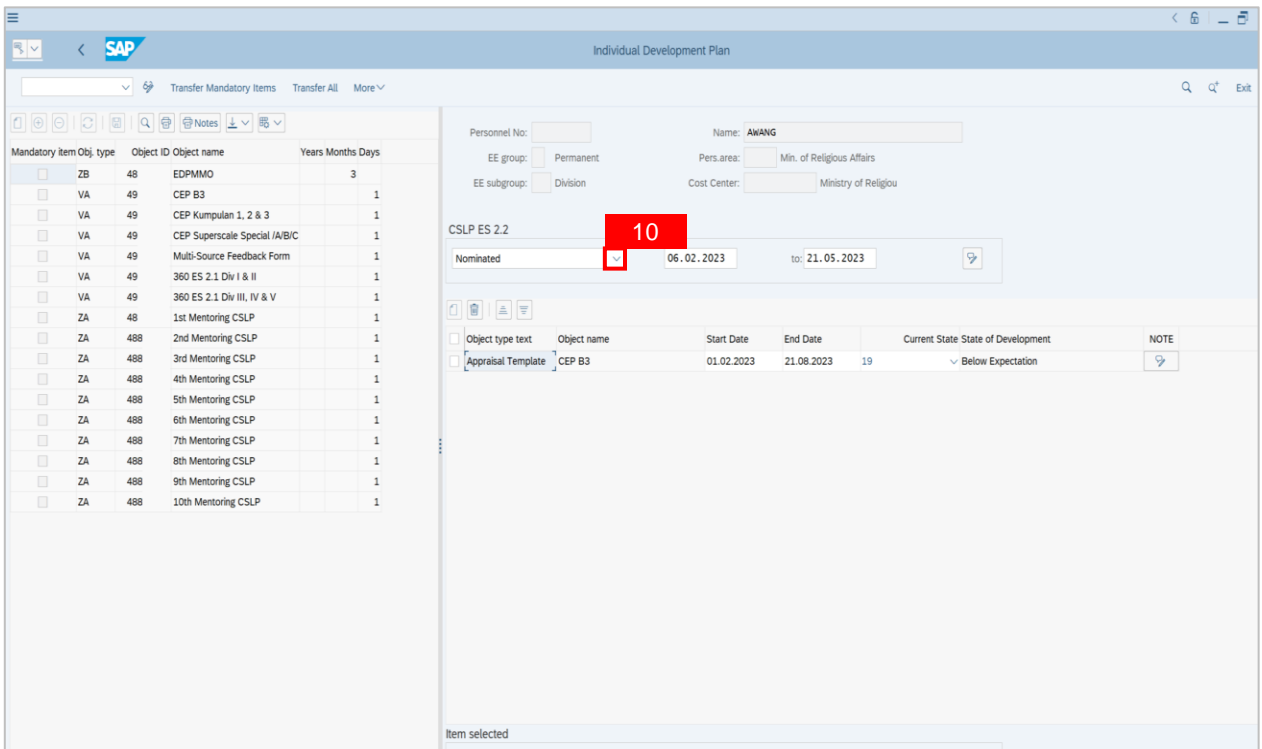


8. Double click on **CSLP ES 2.1**

9. Or click **CSLP ES 2.1** and click the **tick** icon.



10. Click on the **dropdown** icon to choose the status of the activity. For example: **Nominated**.



**GENERATE
DEVELOPMENT PLAN
STATUS**

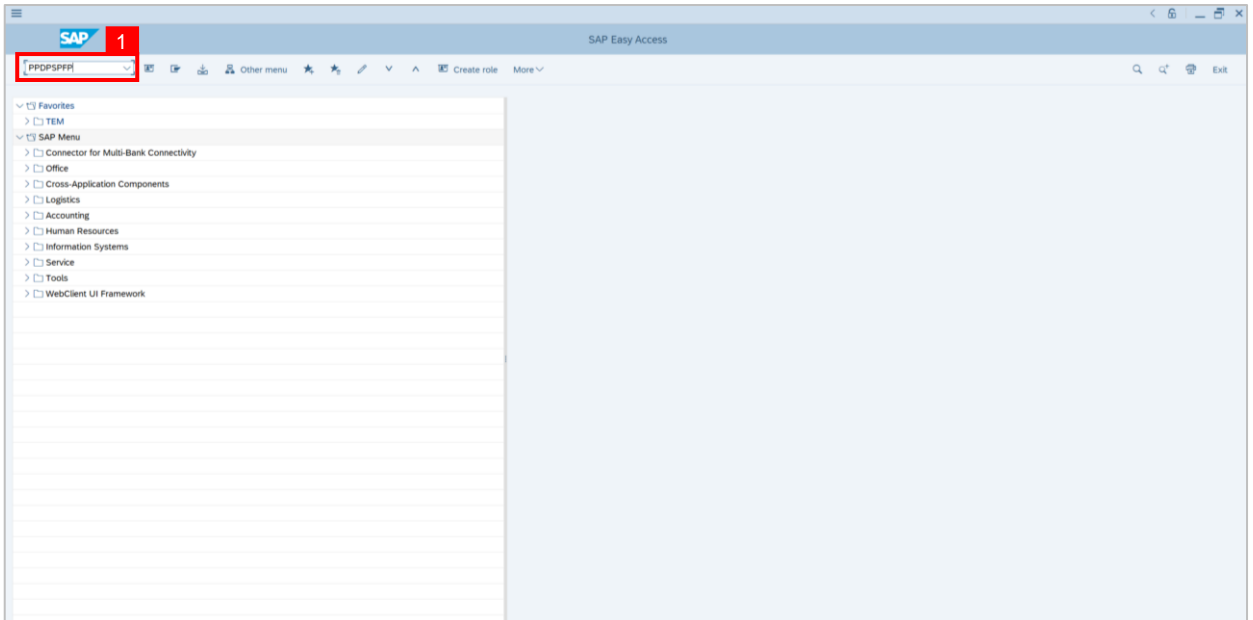
Backend User

JPA CSLP Administrator

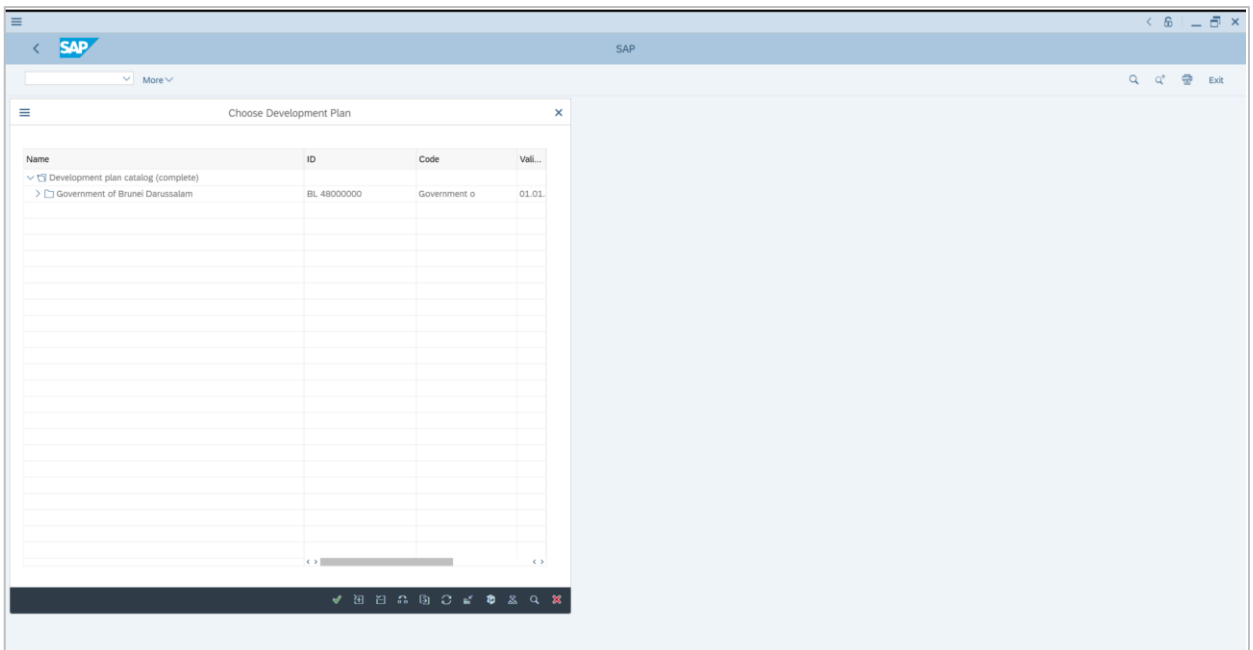
Log into SAP GUI (Back End) and proceed with the following steps.

Note: This report will show the employees progress/status in a specific development plan.

1. Enter **PPDPSFPF** in the search bar.

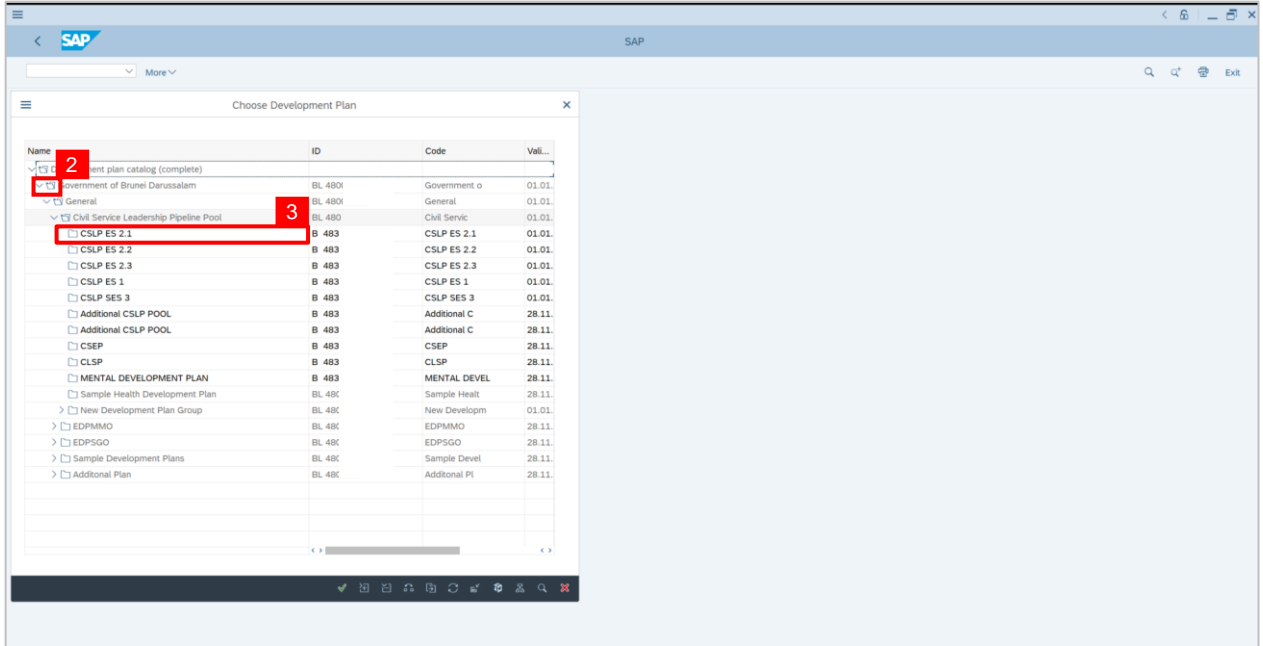


Note: Choose Development Plan window will be displayed.

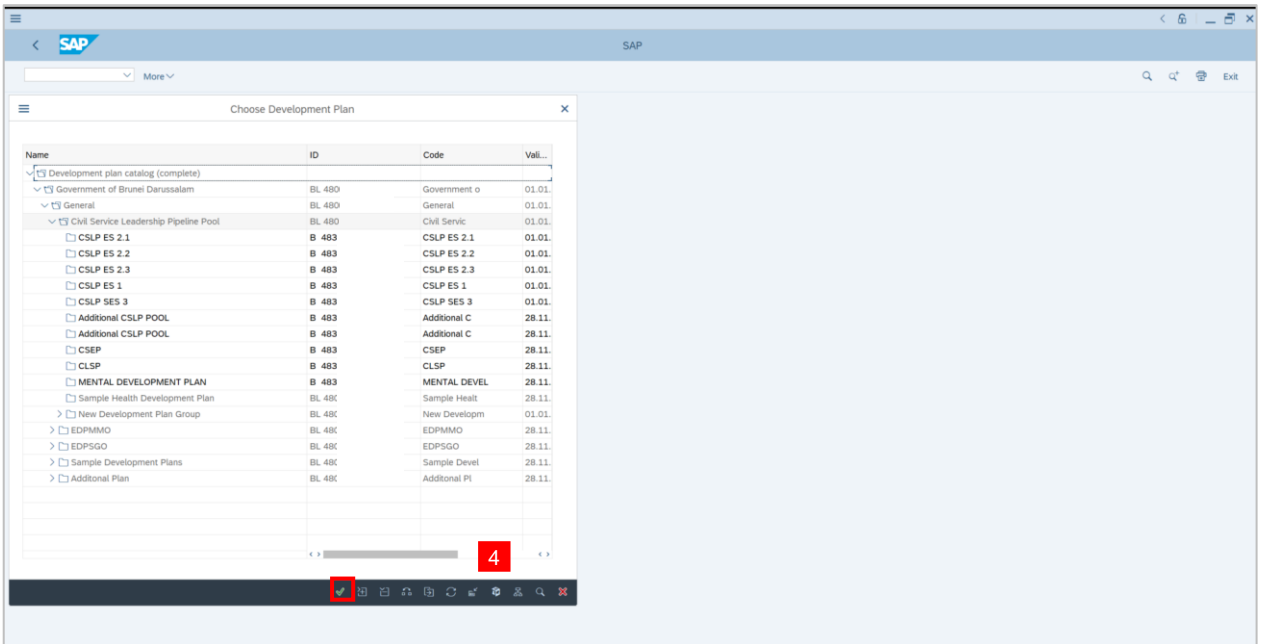


2. Click on the **dropdown** icon.

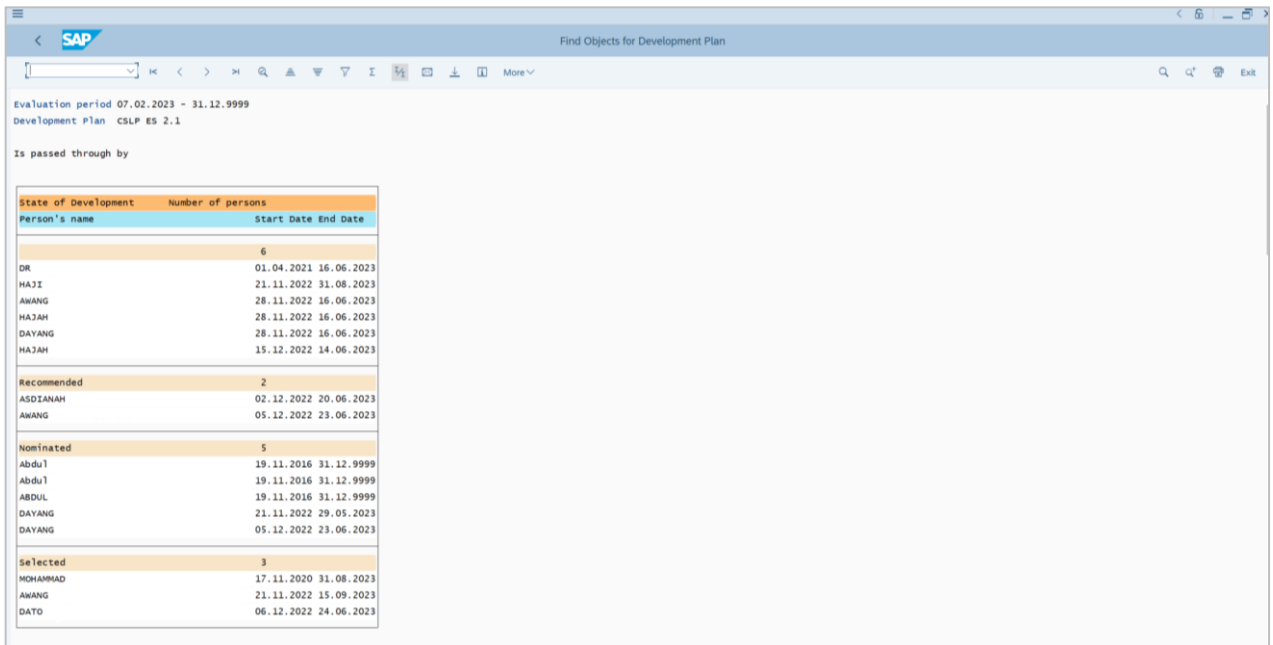
3. Select the desired program. For example: **CSLP ES 2.1**



4. Click on **tick** icon.



Outcome: Find Objects Development window will be displayed.



The screenshot shows the SAP GUI interface for the 'Find Objects for Development Plan' window. The window title is 'Find Objects for Development Plan'. The evaluation period is '07.02.2023 - 31.12.9999' and the development plan is 'CSLP ES 2.1'. Below this, it states 'Is passed through by'. The main content is a table with columns for 'State of Development', 'Number of persons', 'Person's name', 'Start Date', and 'End Date'. The table is divided into four sections: 'DR' (6 persons), 'Recommended' (2 persons), 'Nominated' (5 persons), and 'Selected' (3 persons).

State of Development	Number of persons	Person's name	Start Date	End Date
DR	6			
		DR	01.04.2021	16.06.2023
		HAJI	21.11.2022	31.08.2023
		AWANG	28.11.2022	16.06.2023
		HAJAH	28.11.2022	16.06.2023
		DAYANG	28.11.2022	16.06.2023
		HAJAH	15.12.2022	14.06.2023
Recommended	2			
		ASDIANAH	02.12.2022	20.06.2023
		AWANG	05.12.2022	23.06.2023
Nominated	5			
		Abdul	19.11.2016	31.12.9999
		Abdul	19.11.2016	31.12.9999
		ABDUL	19.11.2016	31.12.9999
		DAYANG	21.11.2022	29.05.2023
		DAYANG	05.12.2022	23.06.2023
Selected	3			
		MOHAMMAD	17.11.2020	31.08.2023
		AWANG	21.11.2022	15.09.2023
		DATO	06.12.2022	24.06.2023

**GENERATE
DEVELOPMENT PLAN
ACTIVITY STATUS**

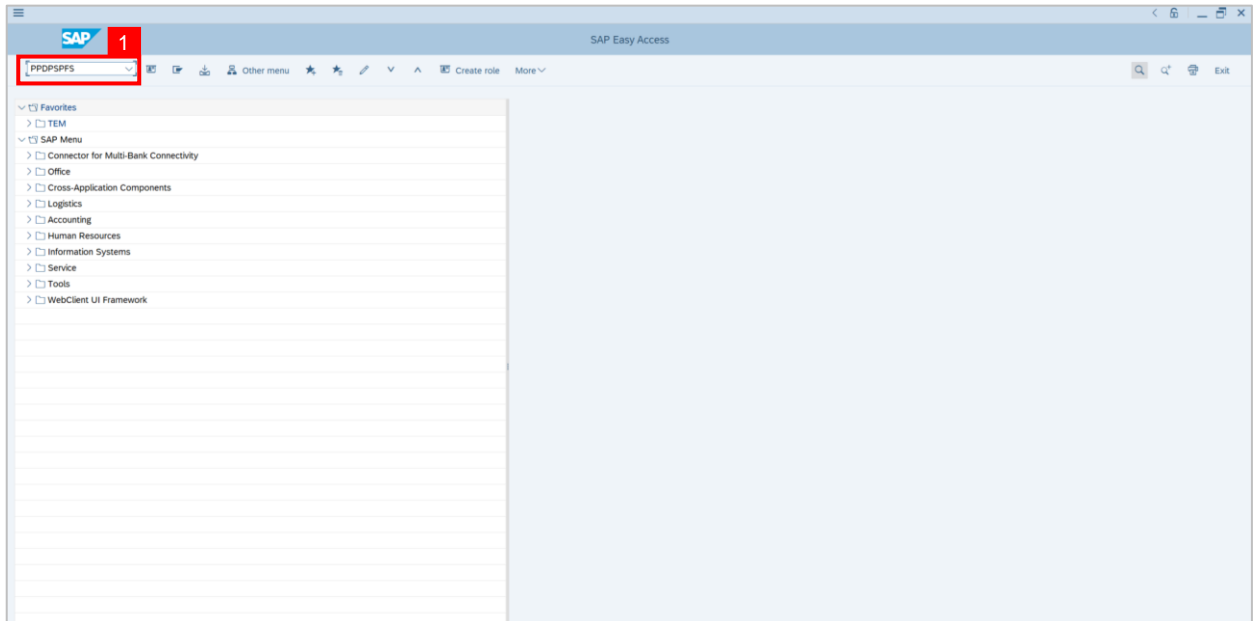
Backend User

JPA CSLP Administrator

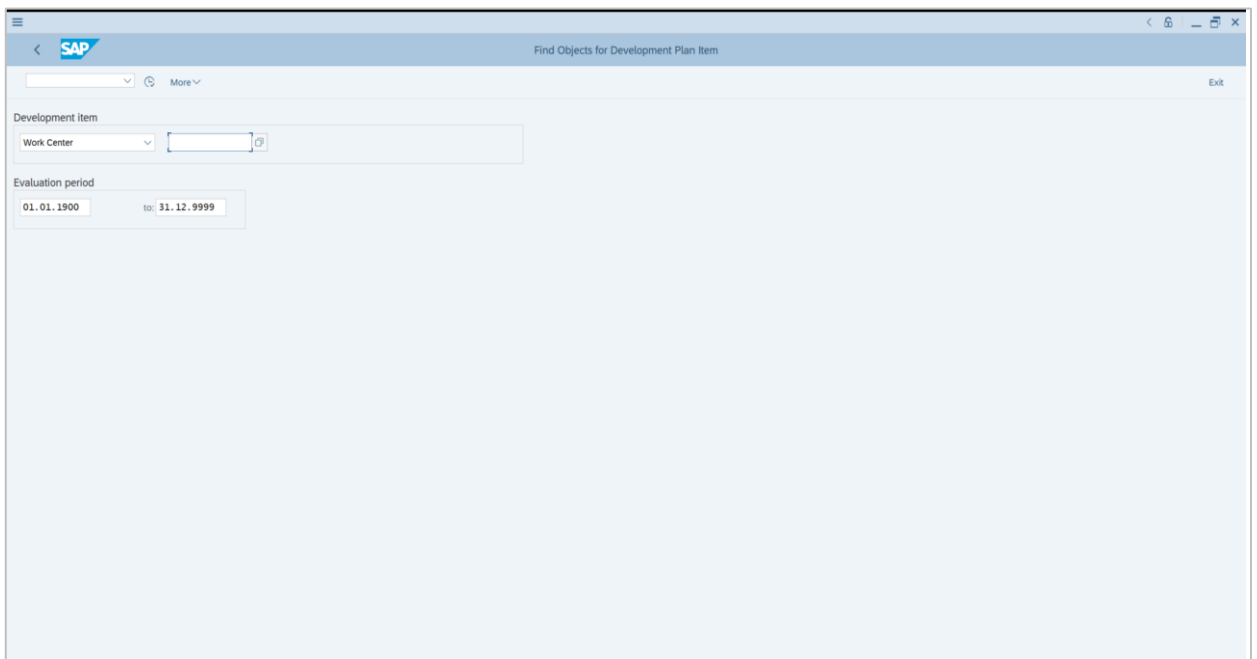
Log into SAP GUI (Back End) and proceed with the following steps.

Note: This report will show the employees progress/status in a specific development plan activity.

1. Enter **PPDSPFS** in the search bar.

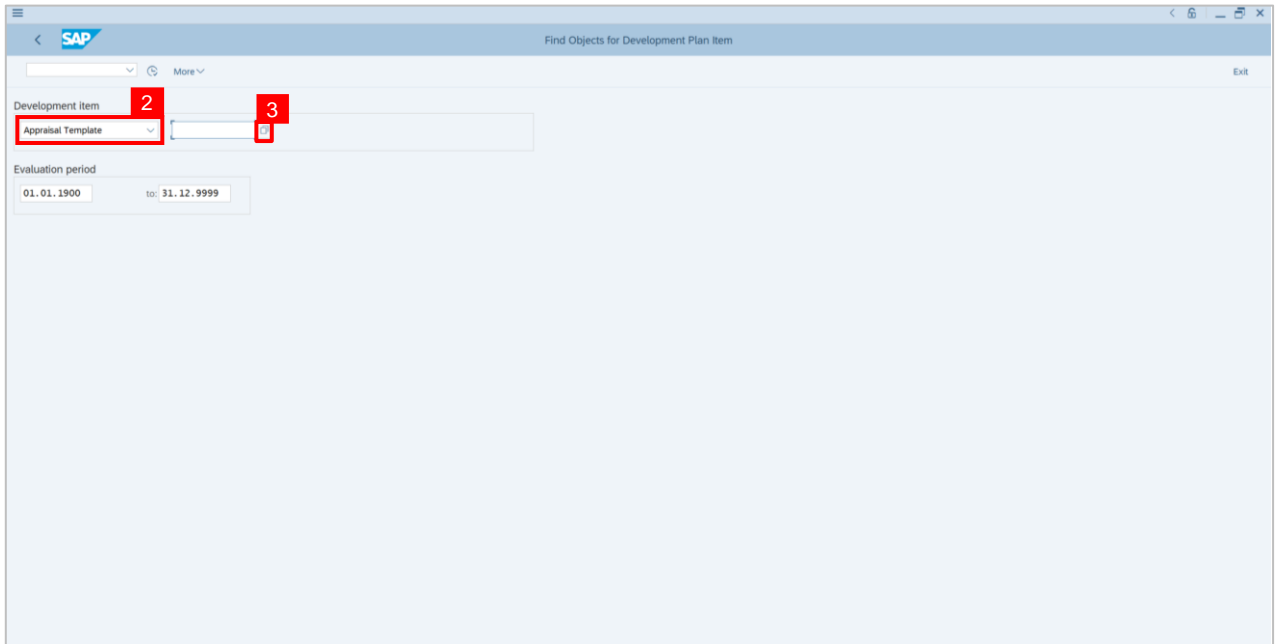


Note: Find Object for Development Plan Item page will be displayed.

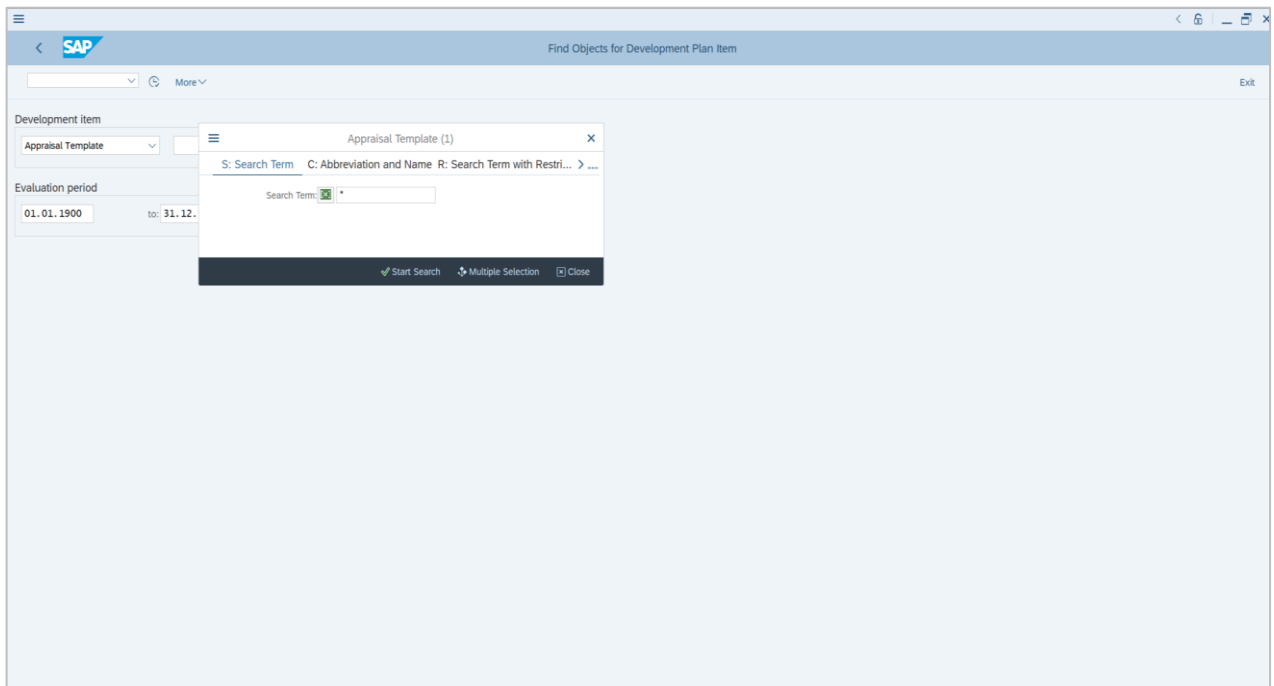


2. Change Development Plan Item to **Appraisal Template**.

3. Click **Search Term** icon to search.

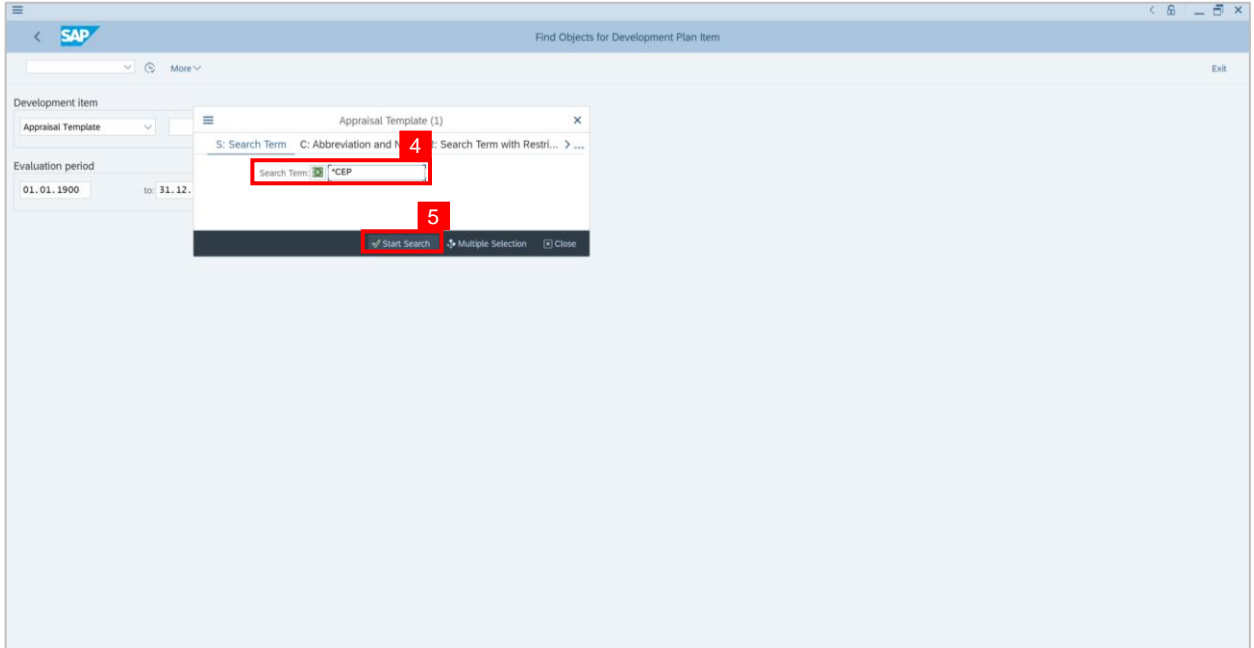


Note: Appraisal Template window will be displayed.

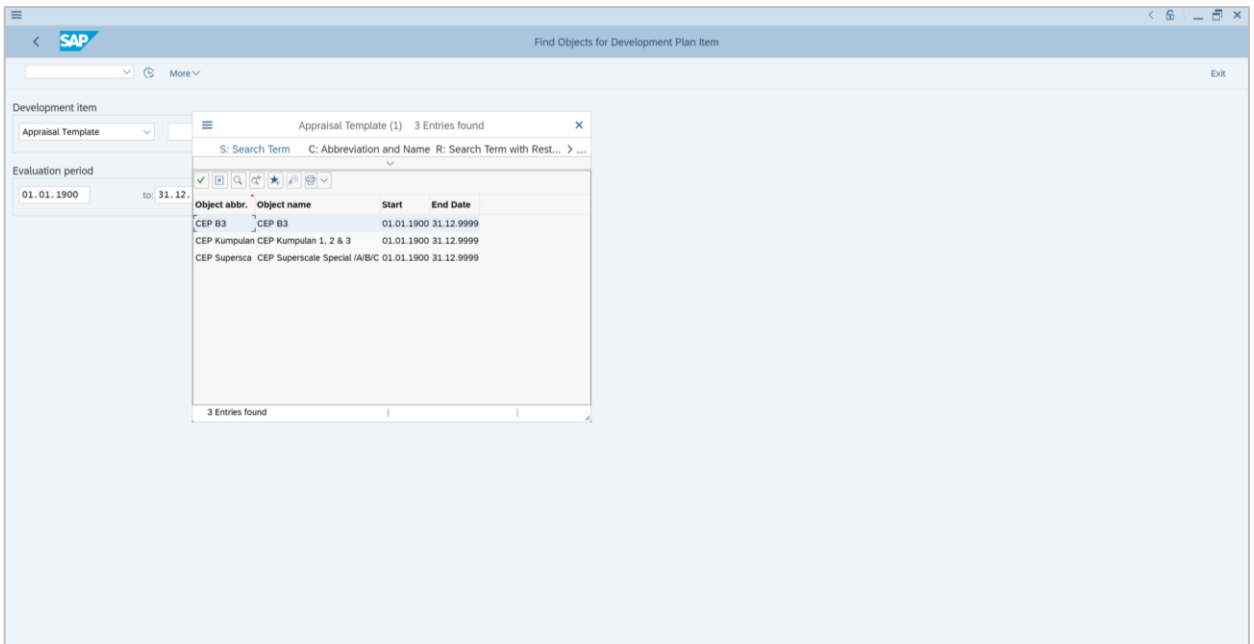


4. Type **CEP** on **Search Term**.

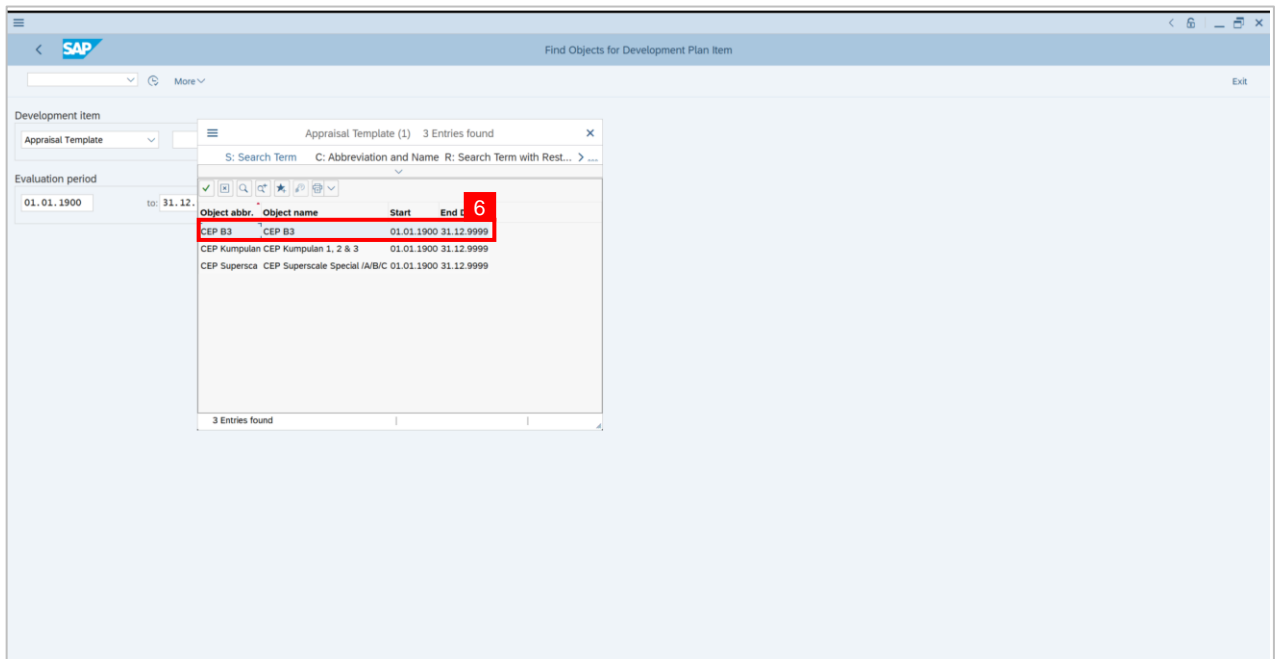
5. Click **Start Search** button.



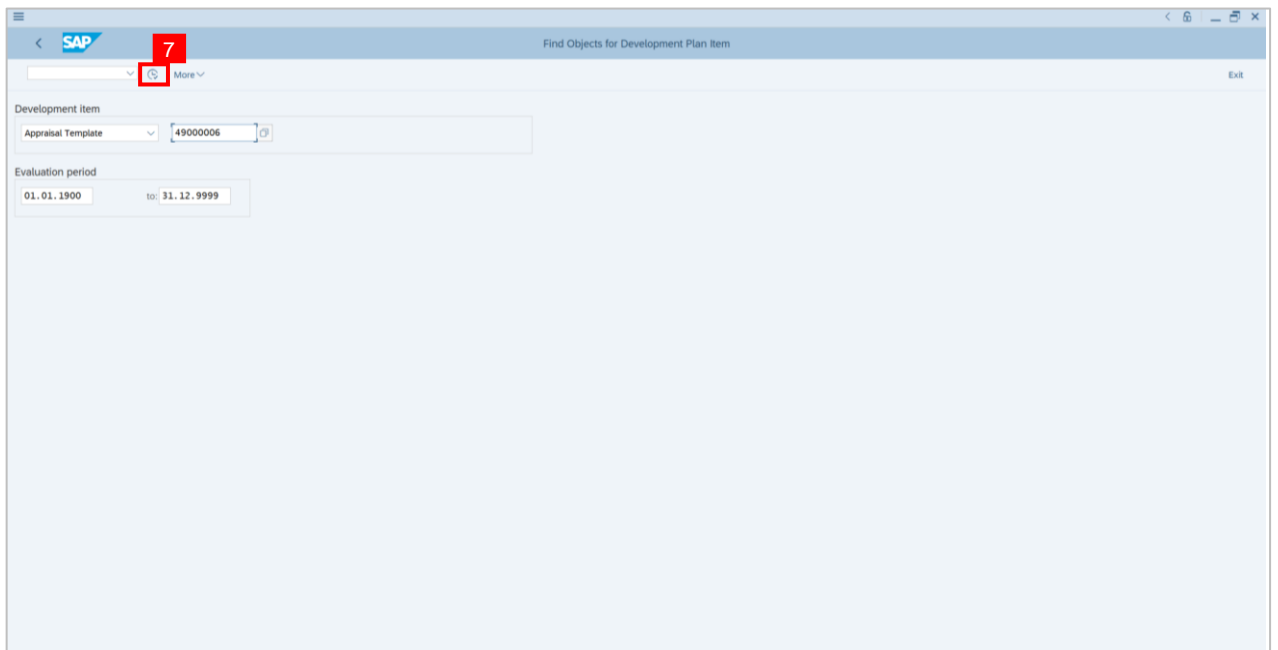
Note: Appraisal Template window will be displayed.



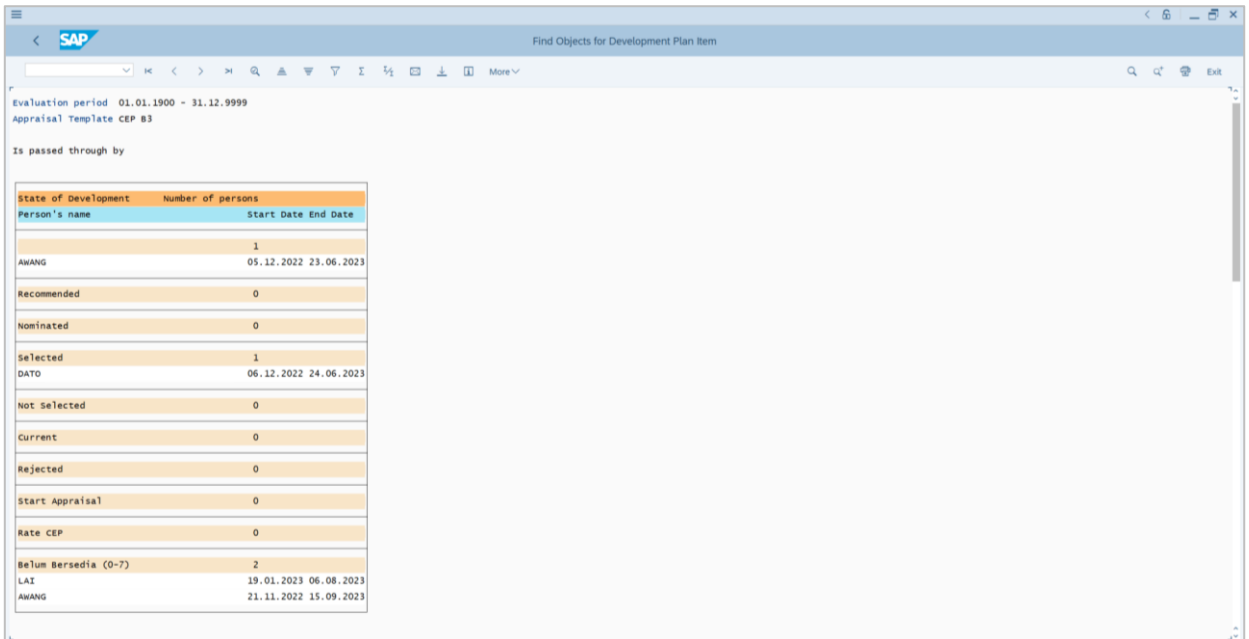
6. **Double click** on the selected item. For example: **CEP B3**.



7. Click on **execute** icon.



Outcome: Successfully show which stage the person is for a specific **Appraisal template**.



The screenshot displays the SAP GUI interface for 'Find Objects for Development Plan Item'. The evaluation period is set to 01.01.1900 - 31.12.9999, and the appraisal template is CEP 83. The results are summarized in the following table:

State of Development	Number of persons
Person's name	Start Date End Date
	1
AWANG	05.12.2022 23.06.2023
Recommended	0
Nominated	0
Selected	1
DATO	06.12.2022 24.06.2023
Not Selected	0
Current	0
Rejected	0
Start Appraisal	0
Rate CEP	0
Belum Bersedia (0-7)	2
LAI	19.01.2023 06.08.2023
AWANG	21.11.2022 15.09.2023

**GENERATE SEARCH
FOR OBJECT REPORT**

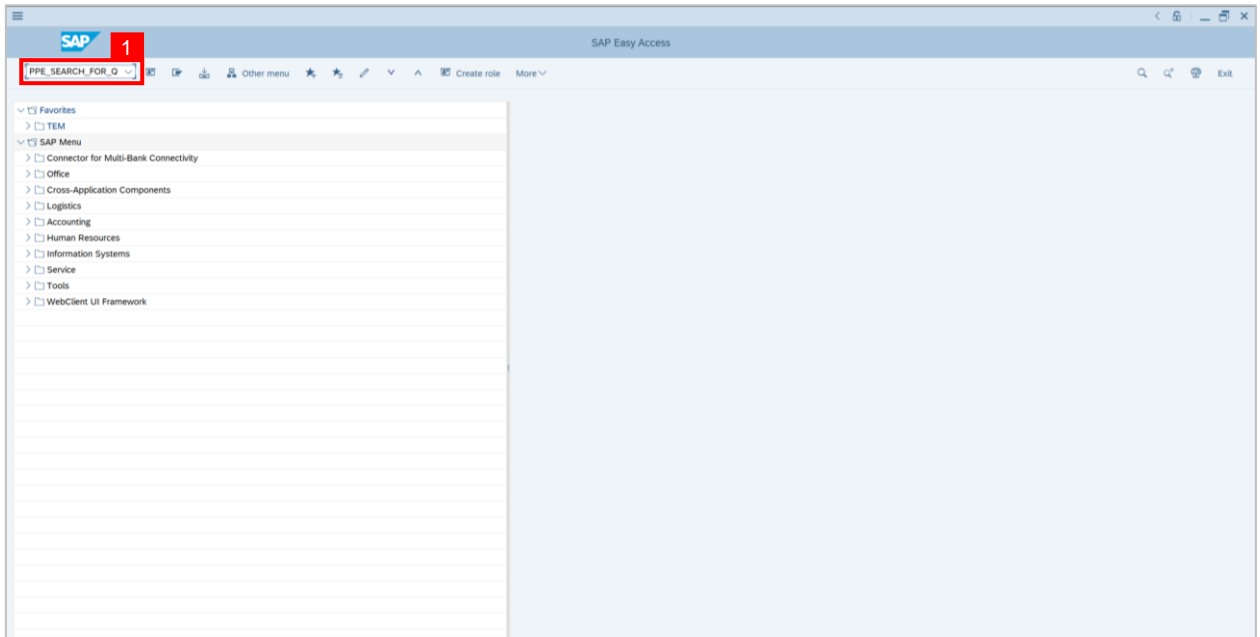
Backend User

JPA CSLP Administrator

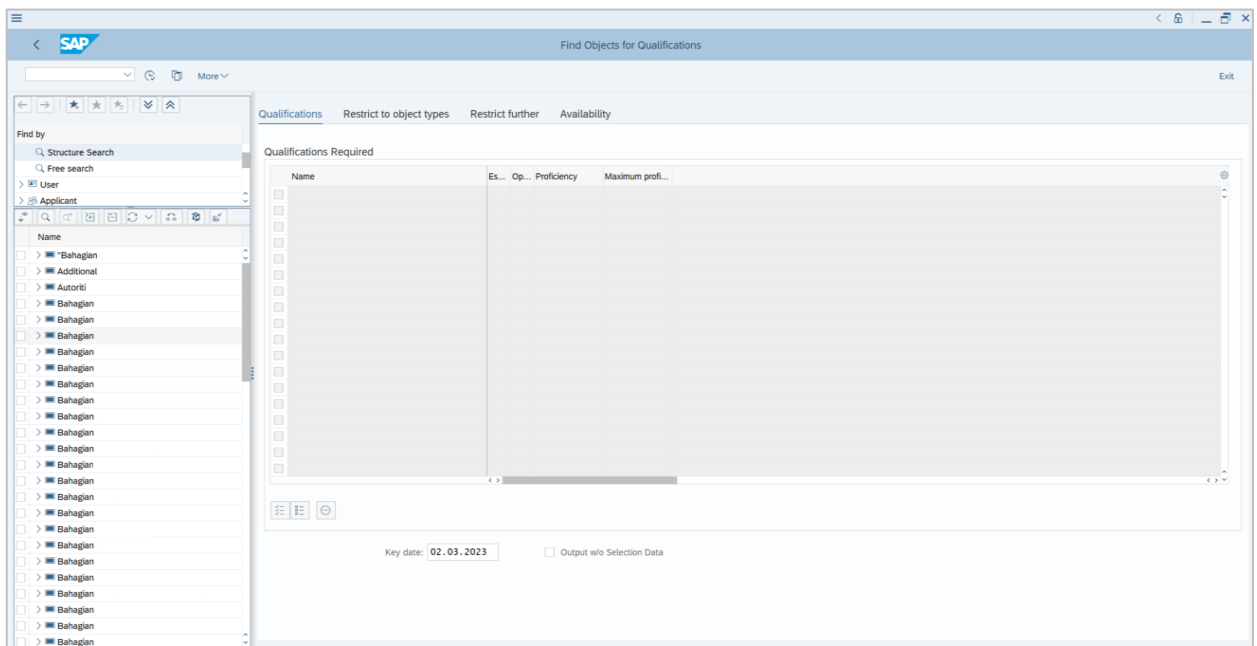
Log into SAP GUI (Back End) and proceed with the following steps.

Note: To search for employees with a set of qualifications/variant.

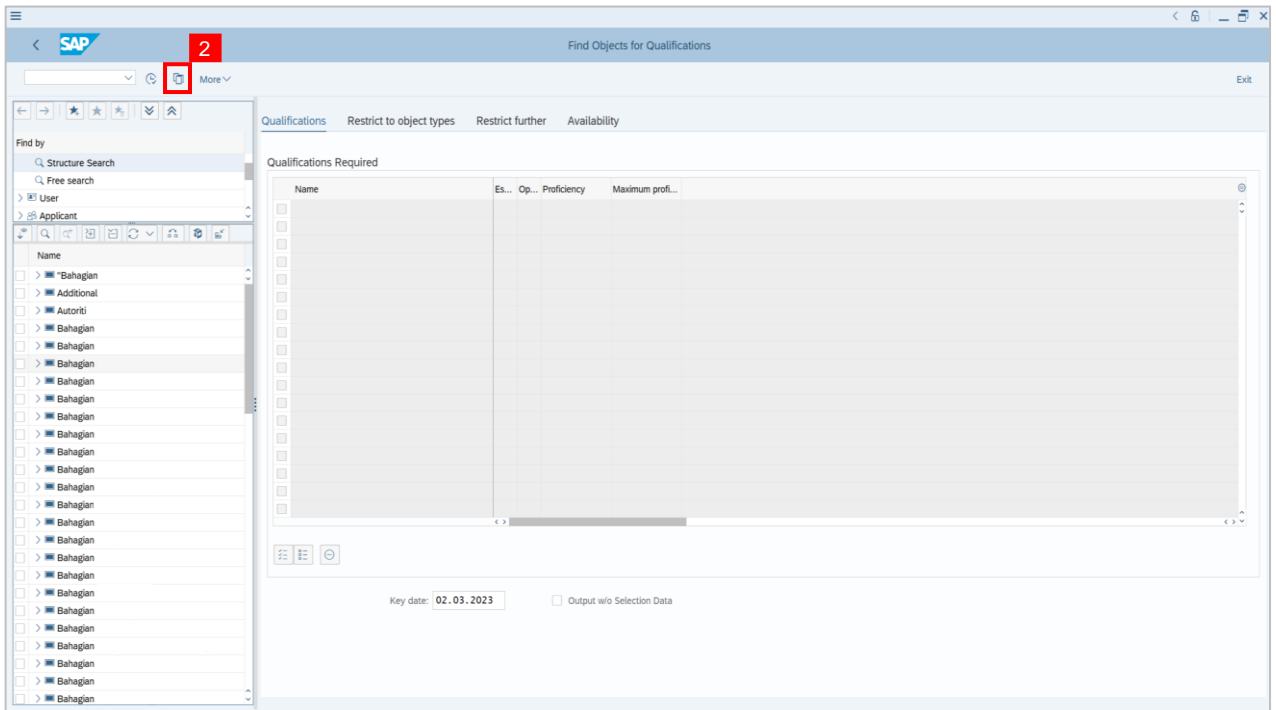
1. Enter **PPPE_SEARCH_FOR_Q** in the search bar.



Note: Find Object for Qualification page will be displayed.

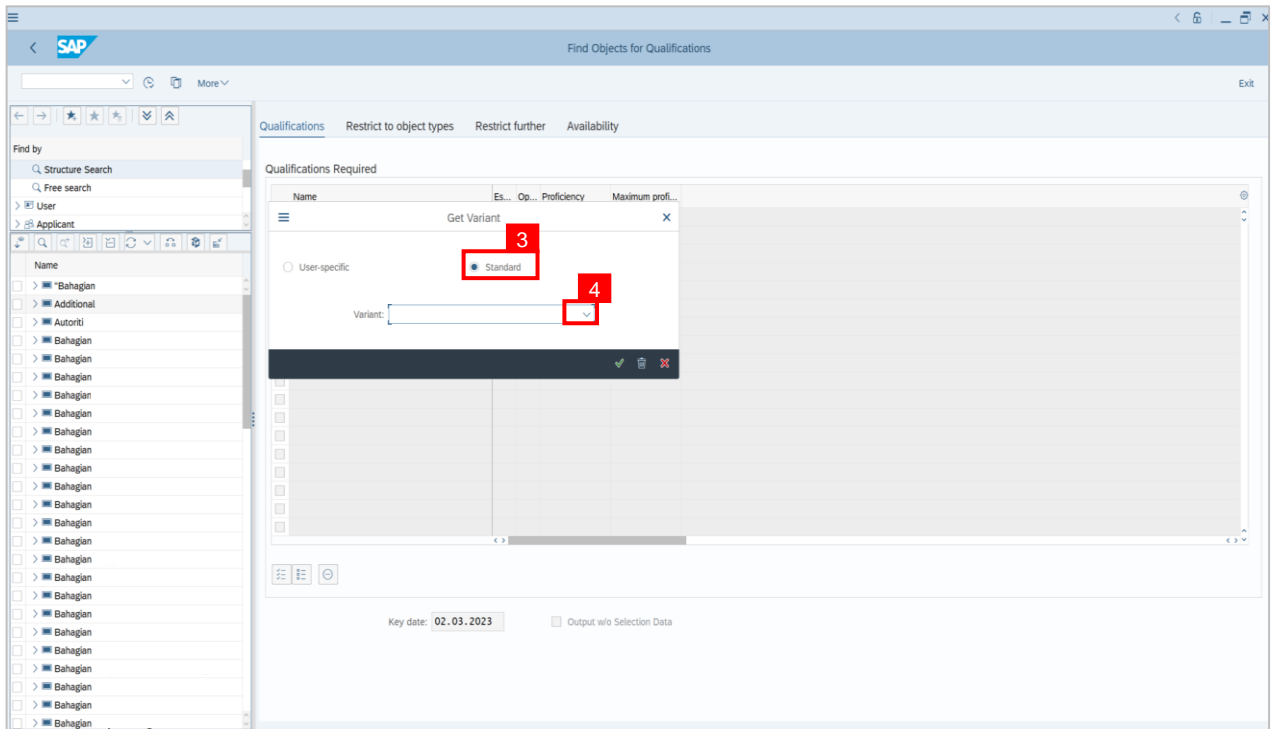


2. Click on **Get Variant** icon.

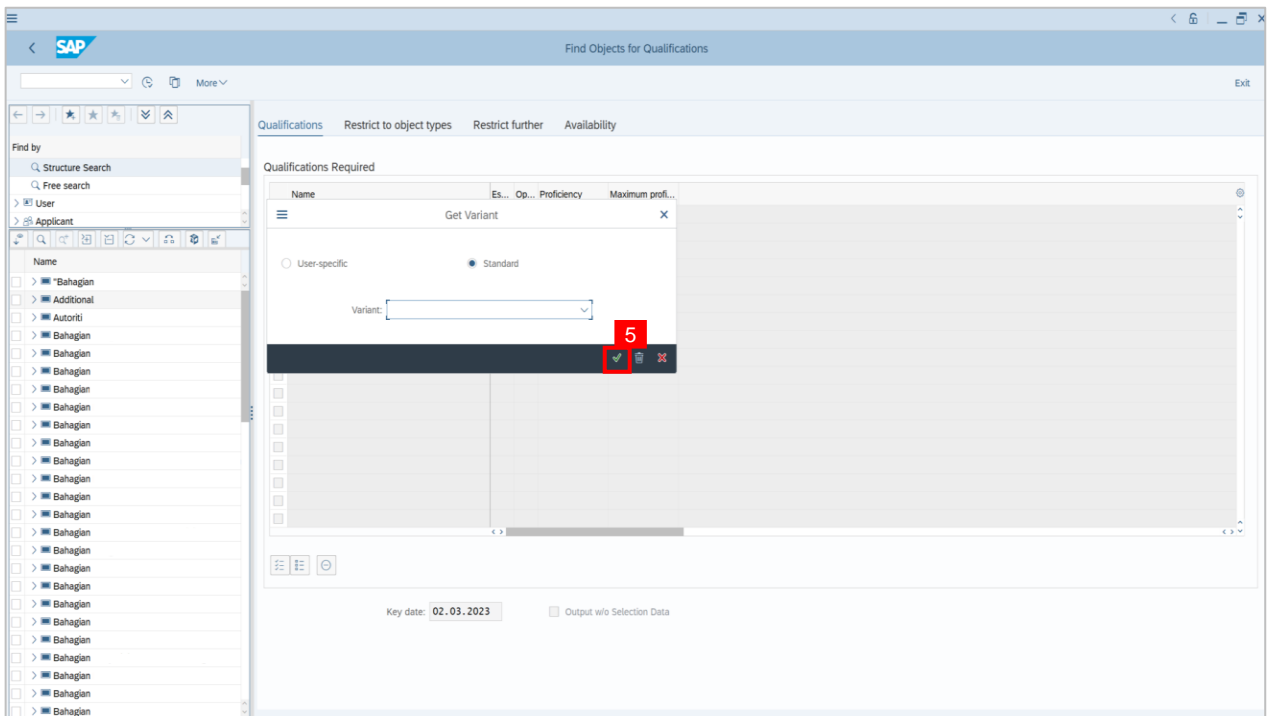


3. Click the radio button on **Standard**.

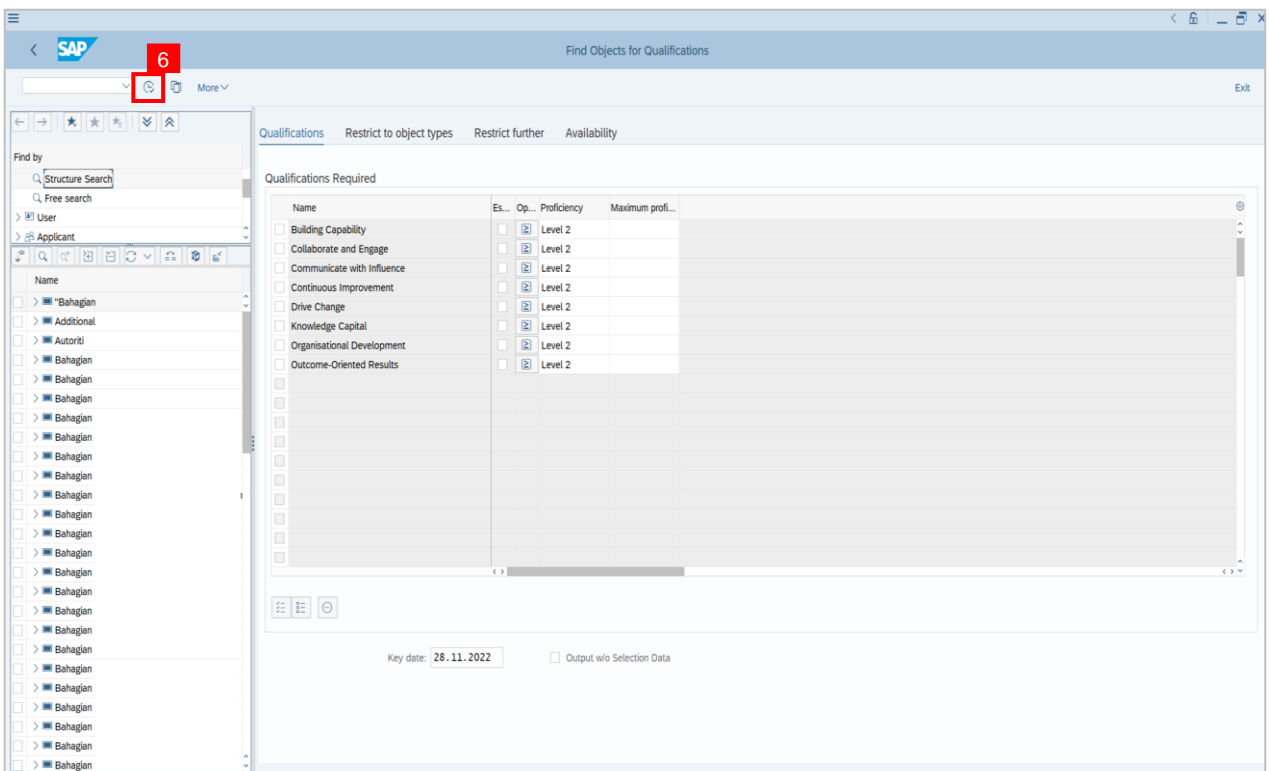
4. Click on **dropdown** icon to choose variant.



5. Click on **tick** icon.



6. Click on **execute** icon.





Outcome: The HR Administrator's nominee list is successfully shown.

SAP Find Objects for Qualifications

Key Date: 28.11.2022

Qualifications: Building Capability, Collaborate and Engage, Communicate with Influence, Continuous Improvement, Drive Change, Knowledge Capital, Organisational Development, Outcome-Oriented Results

Qual	Qual	Last Name	Name	Qualification	Proficiency	Is	Start date	End Date	Inher. from OB Qualification Bundle	St
1	8	HAJI	HAJAH	Building Capability	Level 4	<input checked="" type="checkbox"/>	01.01.2020	31.12.9999		
1				Collaborate and Engage	Level 4	<input checked="" type="checkbox"/>	01.01.2020	31.12.9999		
1				Communicate with Influence	Level 3	<input checked="" type="checkbox"/>	01.01.2020	31.12.9999		
1				Continuous Improvement	Level 3	<input checked="" type="checkbox"/>	01.01.2020	31.12.9999		
1				Drive Change	Level 3	<input checked="" type="checkbox"/>	01.01.2020	31.12.9999		
1				Knowledge Capital	Level 4	<input checked="" type="checkbox"/>	01.01.2020	31.12.9999		
1				Organisational Development	Level 3	<input checked="" type="checkbox"/>	01.01.2020	31.12.9999		
1				Outcome-Oriented Results	Level 4	<input checked="" type="checkbox"/>	01.01.2020	31.12.9999		
1	5	HAJI	NOR	Collaborate and Engage	Level 4	<input checked="" type="checkbox"/>	28.11.2022	31.12.9999		
1				Communicate with Influence	Level 4	<input checked="" type="checkbox"/>	28.11.2022	31.12.9999		
1				Continuous Improvement	Level 3	<input checked="" type="checkbox"/>	28.11.2022	31.12.9999		
1				Drive Change	Level 4	<input checked="" type="checkbox"/>	28.11.2022	31.12.9999		
1				Organisational Development	Level 4	<input checked="" type="checkbox"/>	28.11.2022	31.12.9999		
1		JALANI	HAJAH	Collaborate and Engage	Level 2	<input checked="" type="checkbox"/>	01.01.2020	31.12.9999		
1				Communicate with Influence	Level 3	<input checked="" type="checkbox"/>	01.01.2020	31.12.9999		
1				Continuous Improvement	Level 4	<input checked="" type="checkbox"/>	01.01.2020	31.12.9999		
1				Organisational Development	Level 4	<input checked="" type="checkbox"/>	01.01.2020	31.12.9999		
1				Outcome-Oriented Results	Level 3	<input checked="" type="checkbox"/>	01.01.2020	31.12.9999		
1		PG	DK	Collaborate and Engage	Level 3	<input checked="" type="checkbox"/>	01.01.2020	31.12.9999		
1				Communicate with Influence	Level 3	<input checked="" type="checkbox"/>	01.01.2020	31.12.9999		
1				Continuous Improvement	Level 3	<input checked="" type="checkbox"/>	01.01.2020	31.12.9999		
1				Organisational Development	Level 2	<input checked="" type="checkbox"/>	01.01.2020	31.12.9999		