ramco
Aviation Solutions

Succession Planning

User Guide

Version 5.5

DISCLAIMER

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Business Process: Planning

Succession Planning

- **Scenario 1: Performing Succession Plan for Employee**

Sl. #	Flow of Events	Primary Actor(s)	Business Component	Activity	Page	Functional Steps
1.	User performs Succession Planning for an Employee	HR User	Planning	Succession Plan for Employee	Select Employee for Succession Plan	▶ User selects the Succession Planning Unit (if more than 1 are available, else the value is defaulted) ▶ User directly enters the Employee Code and Assignment Number and takes the 'Succession Plan' link OR ▶ User conducts a search using the filter "Plan For" as "New" and clicks on the multi-line hyperlink to perform Succession Planning for the employee

Sl. #	Flow of Events	Primary Actor(s)	Business Component	Activity	Page	Functional Steps
					Succession Plan for Employee	▸ User enters Plan Date ▸ User Selects a Planning Criteria and defaults it, or leaves the same blank ▸ User selects and enters one or more of the Succession Criteria ▸ User selects either or both the Succession Planning basis ▸ User may save the criteria in a new name using the "Save Criteria" ▸ User performs a search using the given criteria ▸ User provides continuous and unique Ranking for the records in the "Employee Details" table ▸ User provides a Planned Succession Date for the employee records ▸ User may select Employee Status as "Selected" or "Not Selected" for the employee records ▸ User saves the above information ▸ Plan Number is automatically generated. ▸ User may visit one of the links, View Past Employee Appraisal , View Employee Competency Details , View Employee Qualification Details , View Employee Work Experience, Print Succession Plan

Sl.#	Flow of Events	Primary Actor(s)	Business Component	Activity	Page	Functional Steps
2.	User modifies the Succession Plan for Employee	HR User	Planning	Succession Plan for Employee	Select Employee for Succession Plan	▶ User selects the Succession Planning Unit (if more than 1 are available, else the value is defaulted) ▶ User directly enters the Employee Code and Assignment Number and takes the 'Succession Plan' link OR ▶ User conducts a search using the filter "Plan For" as "Existing" and clicks on the multi-line hyperlink to perform Succession Planning for the employee

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
					Succession Plan for Employee	▸ User enters the Plan No. and Plan Date (in "Pending for Authorization" status) or takes "Help on Plan No" to fetch the Plan No, Plan Date ▸ User presses "Get Details" button to fetch the plan details for the entered Plan No. and Plan Date ▸ User Selects a Planning Criteria and defaults it, or leaves the same blank ▸ User modifies one or more of the Succession Criteria ▸ User selects either or both the Succession Planning basis ▸ User may save the criteria in a new name using the "Save Criteria" ▸ User performs a search using the given criteria ▸ User provides continuous and unique Ranking for the records in the "Employee Details" table ▸ User provides a Planned Succession Date for the employee records ▸ User may select Employee Status as "Selected" or "Not Selected" for the employee records ▸ User adds more employees by entering the Employee Code in "Employee Details" and an appropriate Rank ▸ User deletes one or more employees using the Multi-line Delete button ▸ User saves the above information in the Same Plan No. ▸ User may visit one of the links, View Past Employee Appraisal , View Employee Competency Details , View Employee Qualification Details , View Employee Work Experience, Print Succession Plan

Sl. #	Flow of Events	Primary Actor(s)	Business Component	Activity	Page	Functional Steps
3.	User deletes the Succession Plan for Employee	HR User	Planning	Succession Plan for Employee	Select Employee for Succession Plan	▶ User selects the Succession Planning Unit (if more than 1 are available, else the value is defaulted) ▶ User directly enters the Employee Code and Assignment Number and takes the 'Succession Plan' link OR ▶ User conducts a search using the filter "Plan For" as "Existing" and clicks on the multi-line hyperlink to perform Succession Planning for the employee
					Succession Plan for Employee	▶ User enters the Plan No. and Plan Date (in "Pending for Authorization" status) or takes "Help on Plan No" to fetch the Plan No, Plan Date ▶ User presses "Get Details" button to fetch the plan details for the entered Plan No. and Plan Date ▶ User deletes the Plan by using the "Delete" button

- **Scenario 2: Authorizing Succession plan for Employee**

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	Authorizer authorizes the Succession Plan for Employee	HR User	Planning	Authorize Succession Plan for Employee	Select Succession Plan for Employee to Authorize	▸ User selects the Succession Planning Unit (if more than 1 are available, else the value is defaulted) ▸ User conducts a search for the plan that he wishes to authorize
					Authorize Succession Plan for Employee	▸ User may modify the Plan by defaulting a different Planning Criteria or modify the Succession Criteria, Basis ▸ User may modify the ranking, Planned Succession Date, Employee Status before authorizing the record. ▸ User authorizes the Plan using the "Authorize" button.

- **Scenario 3: Rejecting Succession Plan for Employee**

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	Authorizer Rejects the Succession Plan for Employee	HR User	Planning	Authorize Succession Plan for Employee	Select Succession Plan for Employee to Authorize	▶ User selects the Succession Planning Unit (if more than 1 are available, else the value is defaulted) ▶ User conducts a search for the plan that he wishes to authorize
					Authorize Succession Plan for Employee	▶ User enters "Rejection Reason" ▶ User Rejects the Plan using the "Reject" button.

■ **Scenario 4: Performing Succession Plan for Position**

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	User performs Succession Planning for a Position	HR User	Planning	Succession Plan for Position	Select Position for Succession Plan	▶ User selects the Succession Planning Unit (if more than 1 are available, else the value is defaulted) ▶ User selects the Unit Structure Setup and directly enters the Position Code and takes the 'Succession Plan' link OR ▶ User conducts a search using the filter "Plan For" as "New" and clicks on the multi-line hyperlink to perform Succession Planning for the Position

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
					Succession Plan for Position	▶ User enters Plan Date ▶ User Selects a Planning Criteria and defaults it, or leaves the same blank ▶ User selects and enters one or more of the Succession Criteria ▶ User selects either or both the Succession Planning basis ▶ User may save the criteria in a new name using the "Save Criteria" ▶ User performs a search using the given criteria ▶ User provides continuous and unique Ranking for the records in the "Employee Details" table ▶ User provides a Planned Succession Date for the employee records ▶ User may select Employee Status as "Selected" or "Not Selected" for the employee records ▶ User saves the above information ▶ Plan Number is automatically generated. ▶ User may visit one of the links, View Past Employee Appraisal , View Employee Competency Details , View Employee Qualification Details , View Employee Work Experience, Print Succession Plan
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SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
2.	User modifies the Succession Plan for Position	HR User	Planning	Succession Plan for Position	Select Position for Succession Plan	▶ User selects the Succession Planning Unit (if more than 1 are available, else the value is defaulted) ▶ User selects the Unit Structure Setup and directly enters the Position Code and takes the 'Succession Plan' link OR ▶ User conducts a search using the filter "Plan For" as "Existing" and clicks on the multi-line hyperlink to perform Succession Planning for the Position

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
					Succession Plan for Position	▸ User enters the Plan No. and Plan Date (in "Pending for Authorization" status) or takes "Help on Plan No" to fetch the Plan No, Plan Date ▸ User presses "Get Details" button to fetch the plan details for the entered Plan No. and Plan Date ▸ User Selects a Planning Criteria and defaults it, or leaves the same blank ▸ User modifies one or more of the Succession Criteria ▸ User selects either or both the Succession Planning basis ▸ User may save the criteria in a new name using the "Save Criteria" ▸ User performs a search using the given criteria ▸ User provides continuous and unique Ranking for the records in the "Employee Details" table ▸ User provides a Planned Succession Date for the employee records ▸ User may select Employee Status as "Selected" or "Not Selected" for the employee records ▸ User adds more employees by entering the Employee Code in "Employee Details" and an appropriate Rank ▸ User deletes one or more employees using the Multi-line Delete button ▸ User saves the above information in the Same Plan No. ▸ User may visit one of the links, View Past Employee Appraisal , View Employee Competency Details , View Employee Qualification Details , View Employee Work Experience, Print Succession Plan

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
3.	User deletes the Succession Plan for Position	HR User	Planning	Succession Plan for Position	Select Position for Succession Plan	▸ User selects the Succession Planning Unit (if more than 1 are available, else the value is defaulted) ▸ User selects the Unit Structure Setup and directly enters the Position Code and takes the 'Succession Plan' link OR ▸ User conducts a search using the filter "Plan For" as "Existing" and clicks on the multi-line hyperlink to perform Succession Planning for the Position
					Succession Plan for Position	▸ User enters the Plan No. and Plan Date (in "Pending for Authorization" status) or takes "Help on Plan No" to fetch the Plan No, Plan Date ▸ User presses "Get Details" button to fetch the plan details for the entered Plan No. and Plan Date ▸ User deletes the Plan by using the "Delete" button

■ **Scenario 5: Authorizing Succession plan for Position**

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	Authorizer authorizes the Succession Plan for Position	HR User	Planning	Authorize Succession Plan for Position	Select Succession Plan for Position to Authorize	▸ User selects the Succession Planning Unit (if more than 1 are available, else the value is defaulted) ▸ User conducts a search for the plan that he wishes to authorize
					Authorize Succession Plan for Position	▸ User may modify the Plan by defaulting a different Planning Criteria or modify the Succession Criteria, Basis ▸ User may modify the ranking, Planned Succession Date, Employee Status before authorizing the record. ▸ User authorizes the Plan using the "Authorize" button.

- **Scenario 6: Rejecting Succession Plan for Position**

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	Authorizer Rejects the Succession Plan for Position	HR User	Planning	Authorize Succession Plan for Position	Select Succession Plan for Position to Authorize	▸ User selects the Succession Planning Unit (if more than 1 are available, else the value is defaulted) ▸ User conducts a search for the plan that he wishes to authorize
					Authorize Succession Plan for Position	▸ User enters "Rejection Reason" ▸ User Rejects the Plan using the "Reject" button.

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