SAP SuccessFactors

SAP SuccessFactors Workforce Planning

Technical and Functional Specifications

CUSTOMER

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This specifications document describes key features and functionalities of SAP SuccessFactors Workforce Planning, as of the 1H 2022 Release.

KEY FEATURES AND FUNCTIONALITIES

- Strategic Workforce Planning
- Headcount Planning
- Workforce Planning Security

STRATEGIC WORKFORCE PLANNING

The strategic workforce planning functionality in SAP SuccessFactors Workforce Planning helps Customers to have the right people with the right skills at the right time and cost, so that the Customer can execute successfully on its business strategy, now and in the future.

Key Feature	Description
Strategic Analysis	Helps identify anticipated future state workforce scenarios. Allows to capture planning assumptions, critical job roles and capabilities to align with the long-term business strategy.
Forecasting	Ability to forecast demand, create models, and perform gap analyses for skills across critical job roles. Allows to project the size and shape of the future workforce required to execute on the business strategy.
Risk Analysis	Helps identify critical resource gaps that pose a risk to business strategy execution.
Strategy, Impact, and Cost Modeling	Allows to determine interventions that will effectively mitigate identified risks. Further allows to model the impact and costs of these interventions to determine financial implications. Included are Financial Management Metric Packs to help automate the generation of financial data associated with cost modeling.
Action and Accountability	Ability to determine how to integrate workforce strategies into broader corporate strategies and measure their success.
Best Practice Strategy Bank	Allows to create a library of workforce planning designs and strategic interventions, or to select designs and interventions from the Best Practice Strategy Bank. The Best Practice Strategy Bank includes significant field experience and research, and lists almost 100 different tactics and strategies that organizations can adopt to strengthen attraction and retention efforts.
Resources and Frameworks	Ability to access Workforce Planning guidebooks and templates. These documents have been developed to assist with the workforce planning process, providing practical tools and techniques to facilitate a successful project.

HEADCOUNT PLANNING

The headcount planning functionality in SAP SuccessFactors Workforce Planning enables the Customer to create and manage headcount plans for its organization; execute on headcount plans and monitor progress.

Key Feature	Description
Create plans	Allows to create plans along department or cost center hierarchies. Set headcount budget for each plan. See sub-plans further down the hierarchy and add new sub-plans on the fly.
Plan positions	Show current and planned positions, and allow managers to plan additional headcount. Create planned positions in Employee Central. Make edits and comments to each planned position.
Aggregated and detailed views	Built-in analytics views summarize planned headcount across key dimensions. See planned FTE across time and drill into list views for a section of the plan.

WORKFORCE PLANNING SECURITY

Key Feature	Description
Role-Based Security	Allows to customize virtually all aspects of a User's SAP SuccessFactors Workforce Planning experience through role-based security functionality. This includes the ability to place restrictions on what options appear on the Admin Tools menus, to which reports Users have access, on which measures they can forecast, which analysis options they can use, and on which data they are permitted to forecast.

USER SCOPING

Population of workers/employees eligible to be processed by the SAP SuccessFactors Workforce Planning solution. Population is typically limited to employees but can be expanded to include 3rd party, external resources if the Customer views these as part of one contiguous workforce to analyze/plan. This User count is equal to the highest number of Users, excluding Functional Users of Employee Central and Learning, in the Customer's subscription. It is also typically equal to that of Workforce Analytics if also part of the Customer's subscription as it is considered the same population.

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