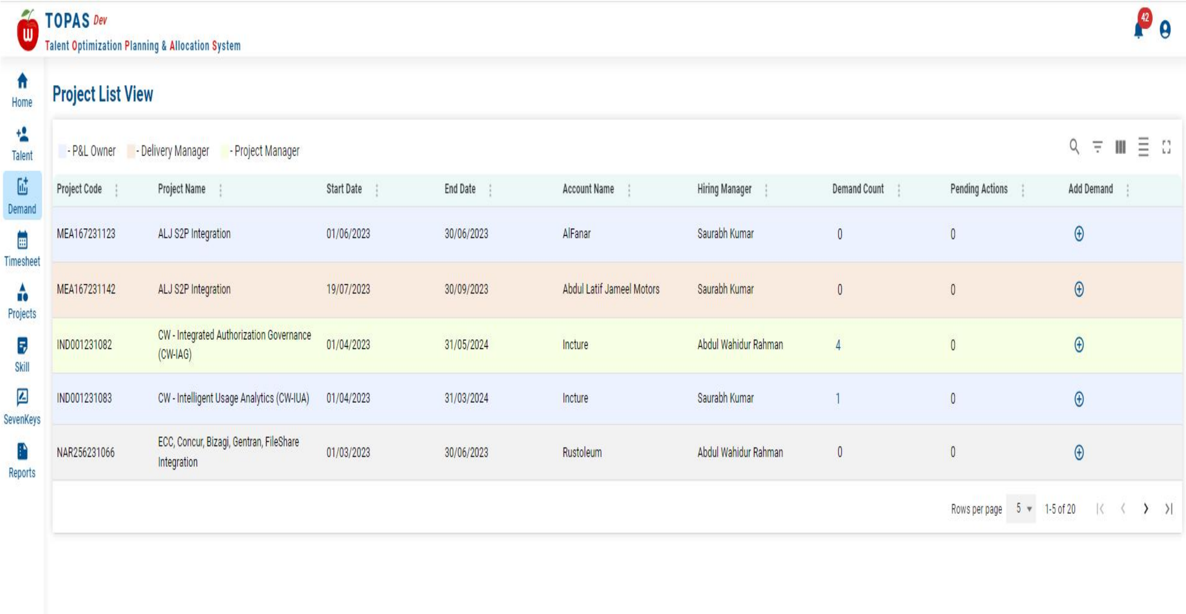
Talent Optimization Planning

&

Allocation System (TOPAS)

Demand Management System User Manual

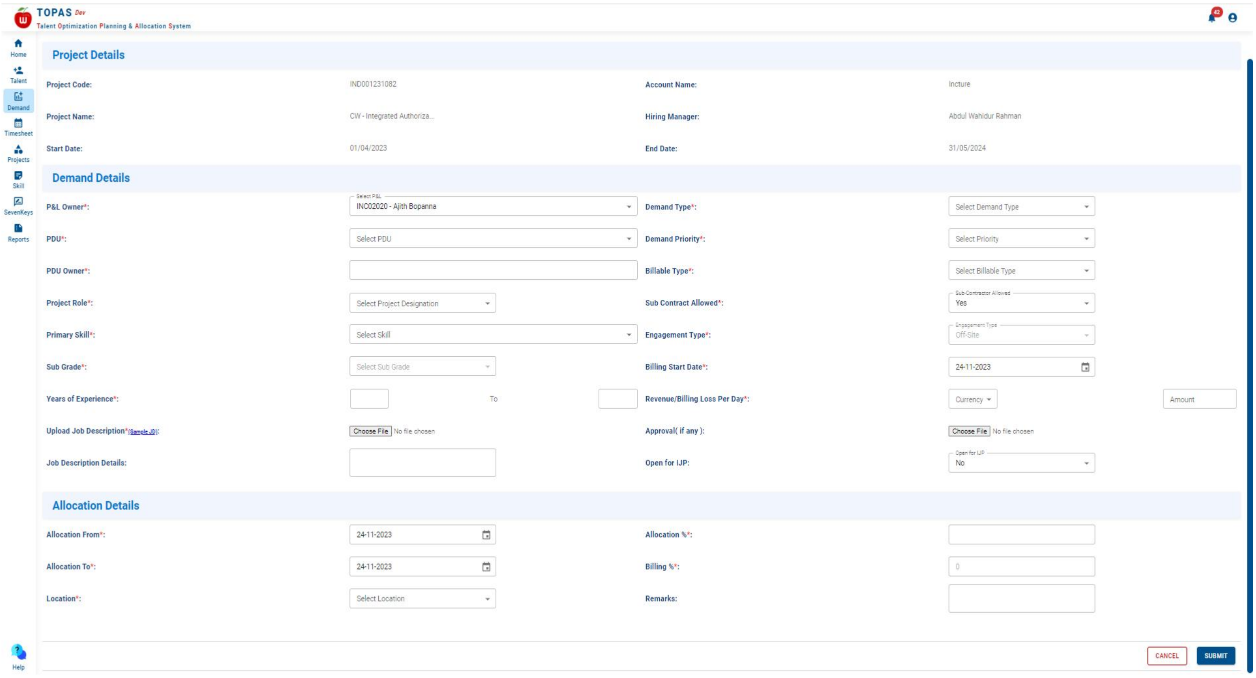
Project: List View Screen



Description

- Path: - Demand Management -> Raise Demand -> Project List.
- StakeHolders:- Project Manager, Deliver Manager, P&L Owner, Delegate Project Manager.
- Above Stakeholders can raise a demand in the project that is appearing on their screen by clicking on (+) in Add Demand.
- The Total demand raised in the project is shown against a project and Pending Actions counts i.e. demand that are pending for Project Manager or Accept or Reject the talent mapped against a demand.

Raise Demand Screen



Description

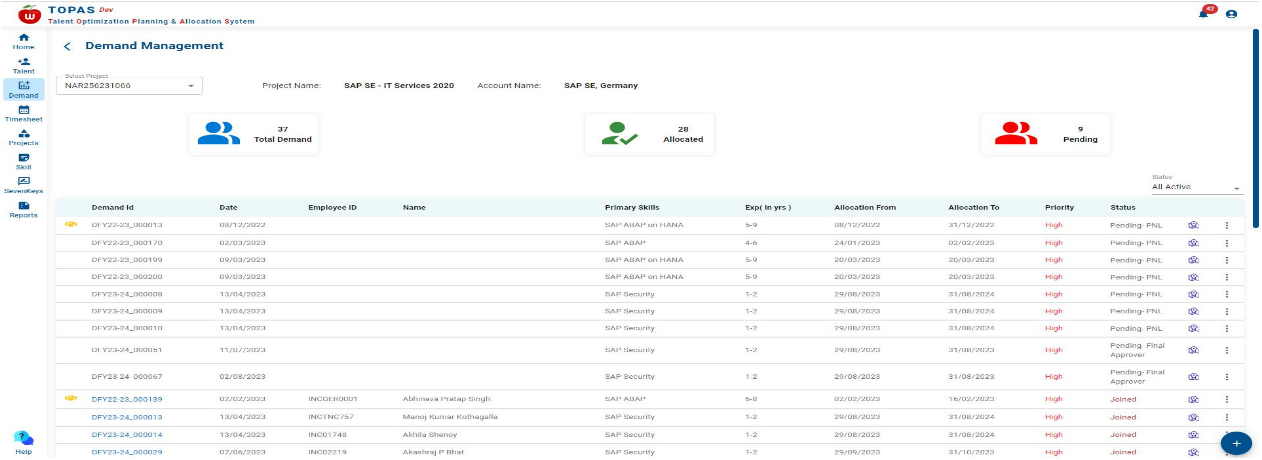
- In this raise demand screen PM/DM/P&L/Delegate PM has to give the demand details as shown in the screen.
- All fields are mandatory except remarks.
- Allocation start date can’t be earlier than project start date & allocation end date cannot be more than the project end date.
- After filling the fields once the user clicks on submit the demand is raised in the project and a demand code is assigned to the demand.

Field Details

#	Field Name	Field Type	Field Length	Field Description
1	P&L Owner	Drop down		Choose the P&L Owner of the Demand.
2	Demand Type	Drop down		Backfill, New
3	PDU	Drop down		Choose the PDU for the Demand
4	Demand Priority	Drop down		Select the demand priority from

				(High, medium, low) Options
5	PDU Owner	Auto Selected		PDU owner of the selected PDU
6	Billable Type	Drop down		Select the Billable type from (Non-Billable) Option
7	Project Role	Drop down		Choose from the Roles that are mapped in the rate card of the project
8	Sub-Contract Allowed	Drop down		Select whether Sub-Contract Allowed (Yes, No)
9	Primary Skill	Drop down		Choose the primary skill required for the demand from master list.
10	Engagement Type	Auto Selected		Auto selected as per the rate card of the Project, after selecting Project Role.
11	Sub Grade	Auto Selected		Auto selected as per the rate card of the Project, after selecting Project Role.
12	Billing Start Date	Date		Select Billing Start date from calendar. It Should be in between allocation start date and allocation end date.
13	Years of Experience	Text Box	2	Enter the minimum and maximum experience in Years required for the demand.
14	Revenue/Billing Loss Per Day	Drop Down, Text		Choose currency from drop down and then enter the amount in text field.
15	Upload Job description	Upload		Upload the Job descriptions file
16	Approval (any)	Upload		Upload the approvals file (if any)
17	Job Description Details	Text Box	250	Text description from uploaded JD file is shown here.
18	Open For IJP	Drop down		Choose (Yes or No) whether the demand is available for Internal Job Posting.
19	Allocation From	Date		Select the Allocation From date from calendar.
20	Allocation To	Date		Select the Allocation To date from calendar.
21	Allocation %	Text Box	3	Enter the allocation %. It cannot be more than 100%.
22	Billing %	Disabled		Default 0
23	Location	Drop down		Select the Location from master list.
24	Remarks	Text Area	250	Enter the demand details.

Project: Demand View Screen

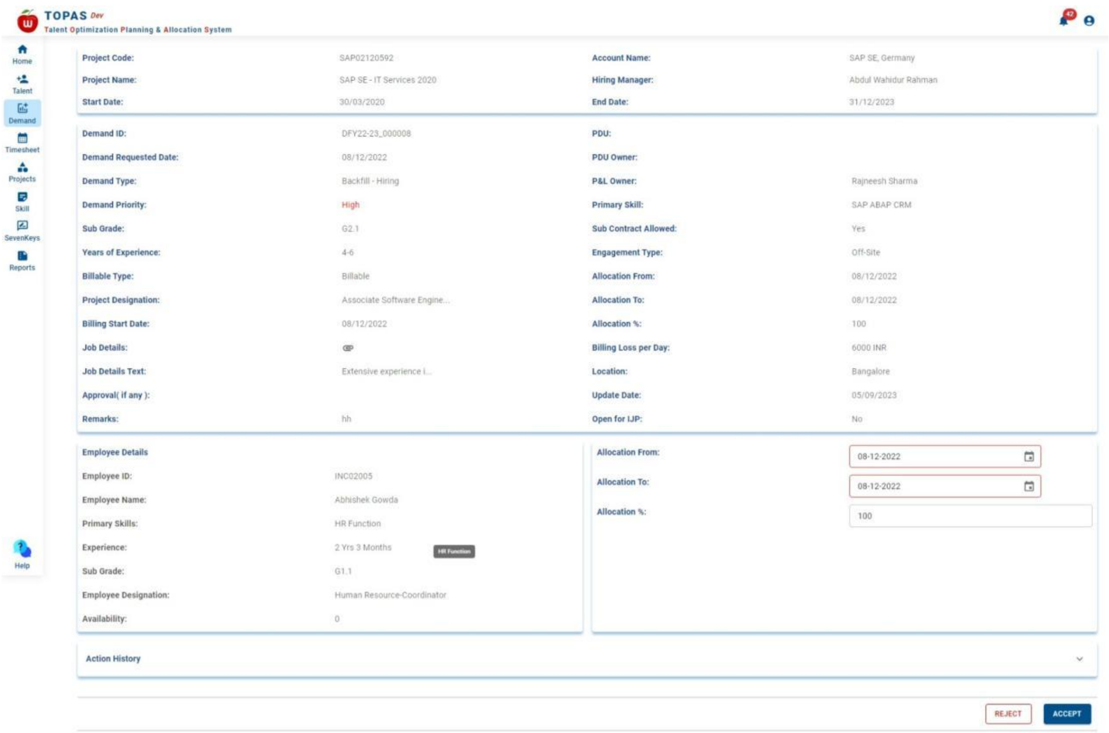


Description

- A drop down button to select the Project code which is specific for the logged in User.
- The various details of the project will be fetched from the database on selecting the project code like Project Name and Account Name.
- 3 Cards are there total demand , allocated demand and pending demand.
- The table consists of list of demand that are raised in that project.
- The user can see the status of each demand and once the employee is tagged against a demand(Joined or Mapped) and allocation in that project is allowed, the link becomes active and then PM/DM/PNL can see that link and accept that demand to allocate the talent.
- On clicking on the map icon against a demand user can see the history of that demand.
- On clicking on the (+) icon on right bottom user can raise the demand for that project.
- On clicking on three dots against a demand the user can copy that demand and all the details of the raise demand screen will be per-filled as per that demand, and PM can cancel or put that demand on hold (Cancel or Hold can be only done to those demand that are not accepted).

- The User can suggest talent against a demand that is just created i.e. Unmapped demand by clicking on three dots.
- The status filter on right above of the demand table to see demand specific to the selected status.

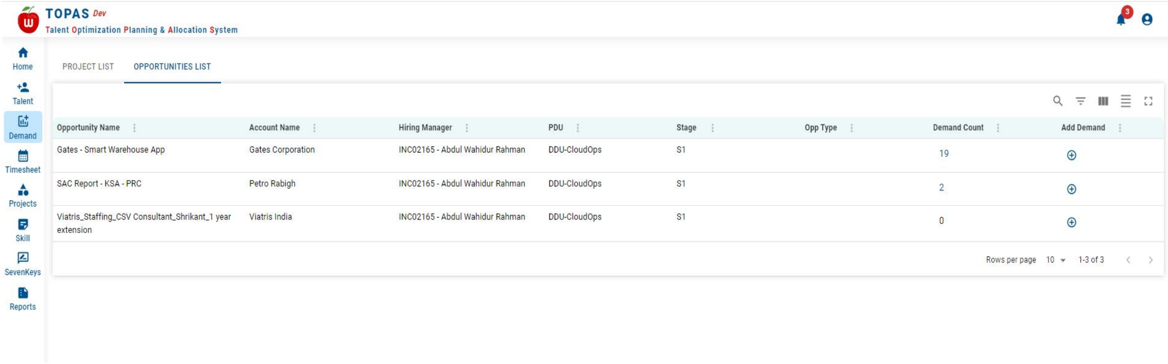
Project: Action PM Screen



Description

- This screen is only for PM.
- Various details of the demand can be seen.
- In this screen the PM can accept the demand in which the employee are tagged i.e. Joined or Mapped Demand and allocation in that project is allowed.
- PM can reject the demand if the employee is tagged by TPD i.e. Mapped demand. Reject option is not available which is tagger by TP/DPN.
- PM while accepting the demand can change allocation from , allocation to, allocation %.

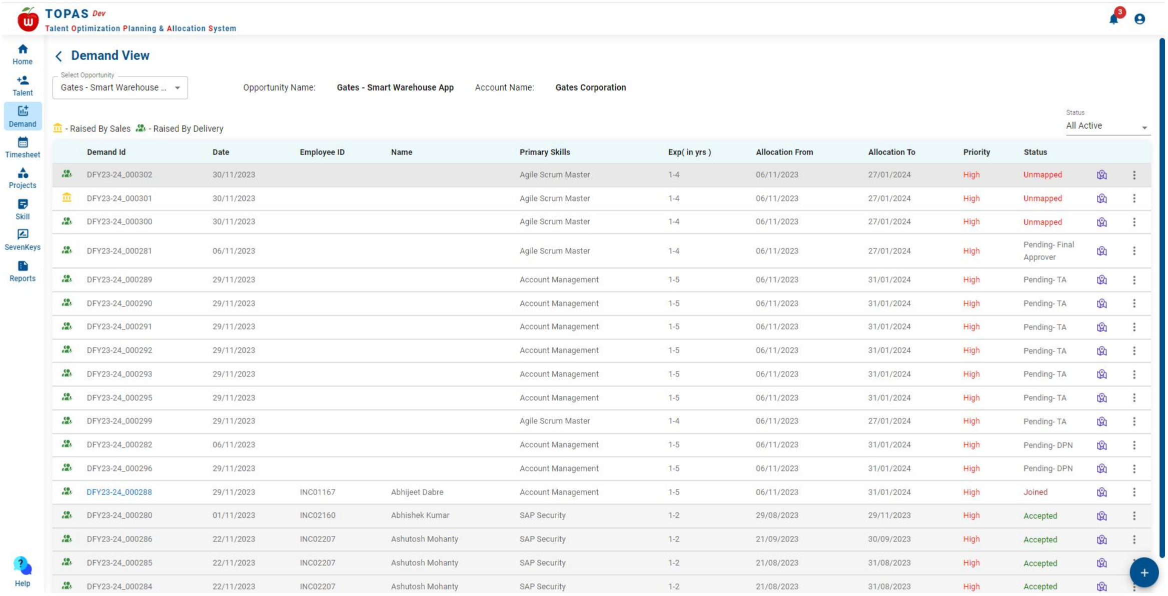
Opportunity: List View Screen



Description

- Path: - Demand Management -> Raise Demand -> Opportunity List.
- StakeHolders:- PDU Owner , PDU SPOC , Opportunity Owner.
- Above Stakeholders can raise a demand in the project that is appearing on their screen by clicking on (+) in Add Demand.
- The Total demand raised in the project is shown against a project and Pending Actions counts i.e. demand that are pending for Project Manager or Accept or Reject the talent mapped against a demand.

Opportunity: Demand View Screen



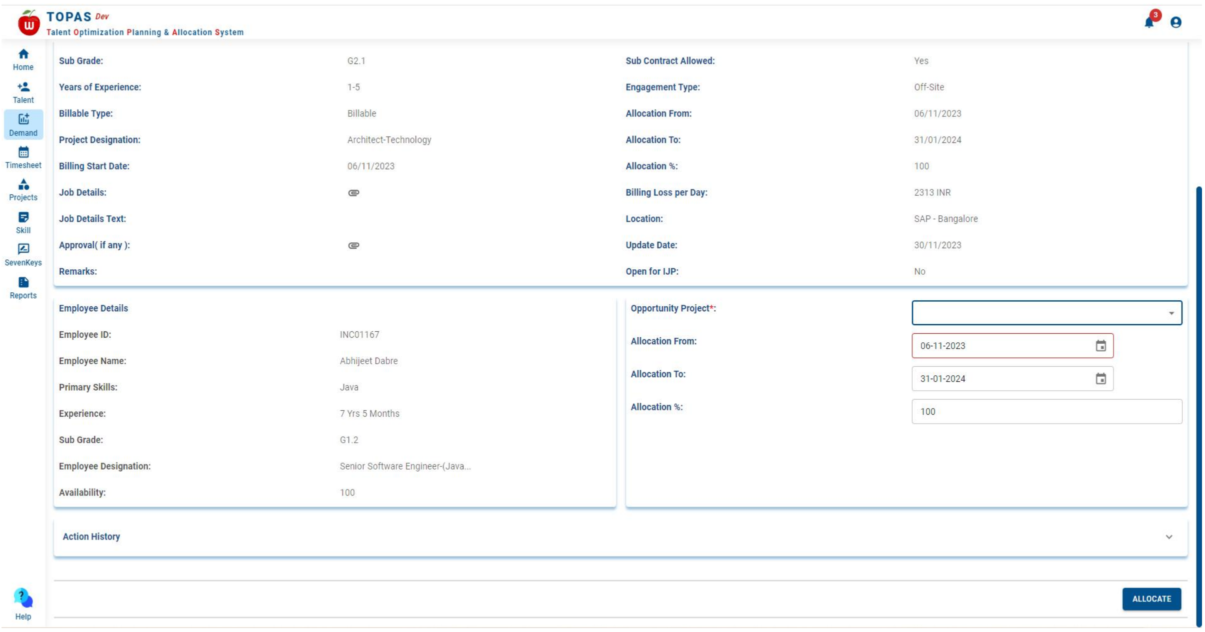
Description

- A drop down button to select the Opportunity Name which is specific for the logged in User.
- The various details of the Opportunity Name will be fetched from the database on selecting the Opportunity Name like Opportunity Name and Account Name.
- The table consists of list of demand that are raised in that Opportunity.
- The user can see the status of each demand and once the employee is tagged against a demand(Joined or Mapped) the link becomes active and then PDU Owner/PDU SPOC/Opportunity Owner can see that link and allocate the talent to temporary project created against that Opportunity.
- On clicking on the map icon against a demand user can see the history of that demand.
- On clicking on the (+) icon on right bottom user can raise the demand for that project.
- On clicking on three dots against a demand the user can copy that demand and all the details of the raise demand screen will be per-filled as per that demand,

and PM can cancel or put that demand on hold (Cancel or Hold can be only done to those demand that are not accepted).

- The User can suggest talent against a demand that is just created i.e. Unmapped demand by clicking on three dots.
- The status filter on right above of the demand table to see demand specific to the selected status.

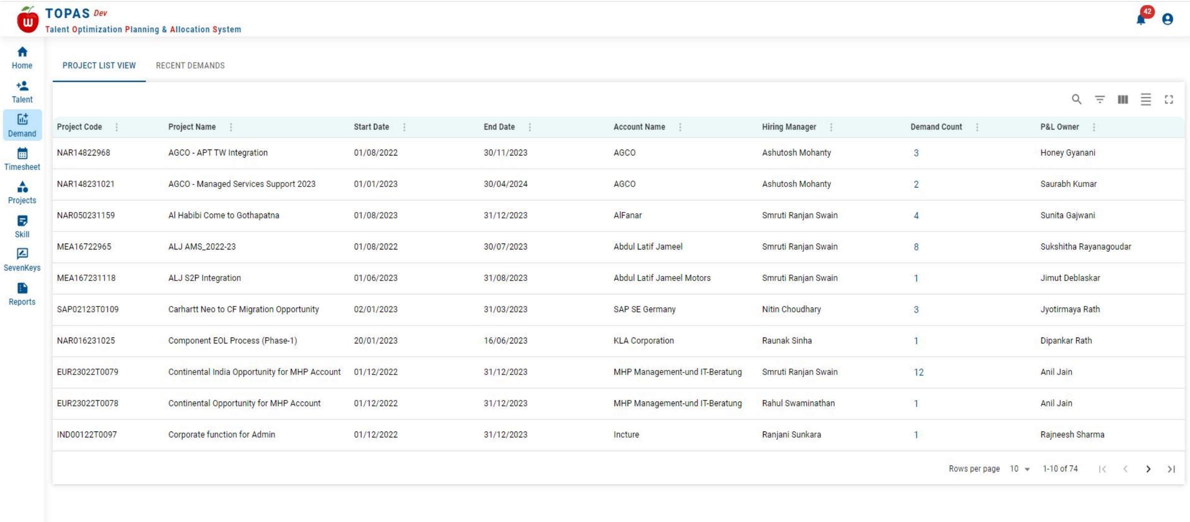
Opportunity: Action PM Screen



Description

- This screen is for PDU Owner/PDU SPOC/Opportunity Owner.
- Various details of the demand can be seen.
- In this screen the stakeholders can allocate the employee in the temporary project in which the Demand status is Joined or Mapped.
- Stakeholders while accepting the demand can change allocation from , allocation to, allocation %.

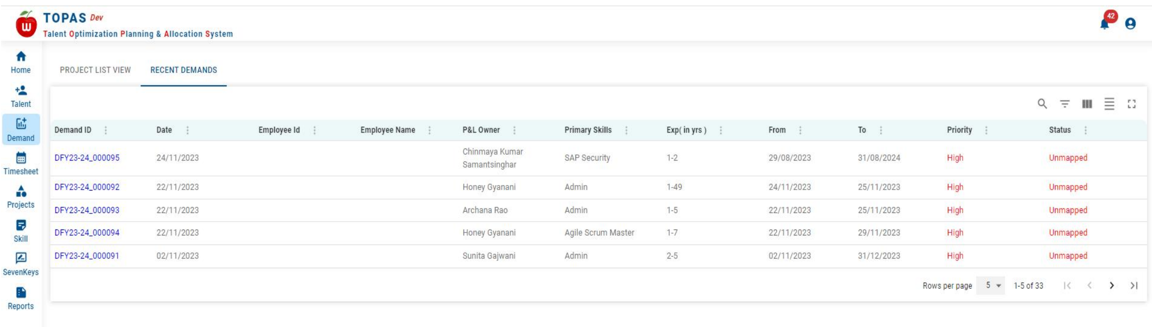
TPD Project List View Screen



Description

- Path: - Demand Management -> TPD Project View.
- Statkeholder: - TPD
- In this page TPD can view all the demand raised against the projects in the organization.
- On clicking on the demand count TPD will be redirected to TPD Demand View screen.

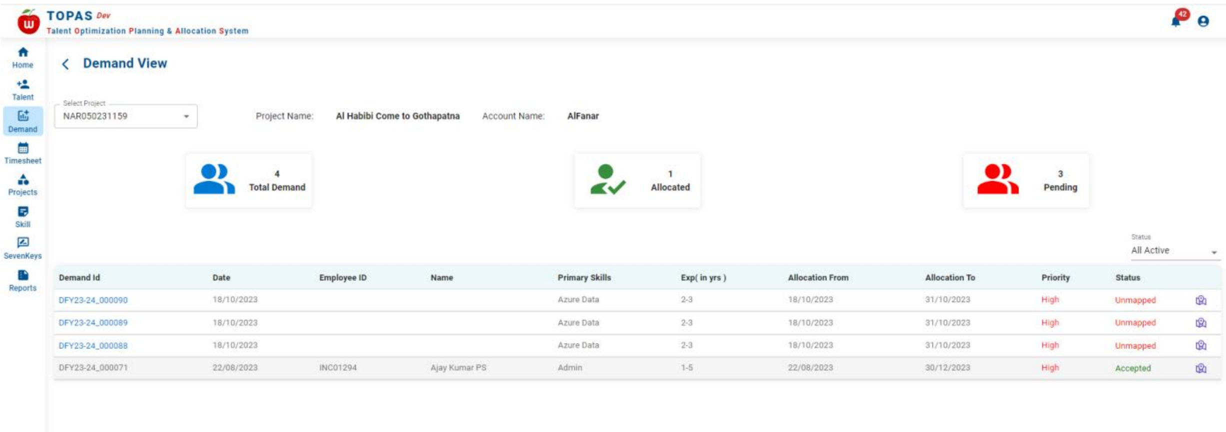
TPD Recent Demands Screen



Description

- In this screen TPD can view the demand that is just created against a project.
- The demands are sorted in ascending order of the demand created date.
- On clicking on the demand code TPD can directly take action against the demand.

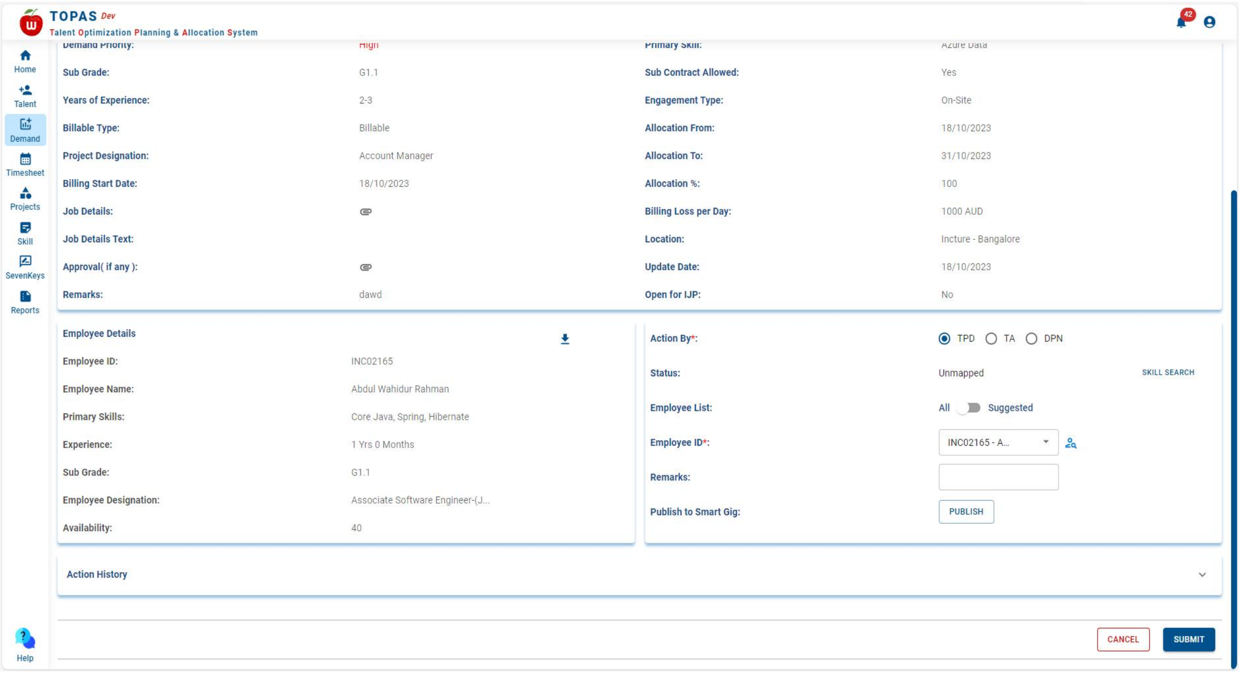
TPD Demand View Screen



Description

- A drop down button to select the Project code.
- The various details of the project will be fetched from the database on selecting the project code like Project Name and Account Name.
- 3 Cards are there total demand , allocated demand and pending demand.
- The table consists of list of demand that are raised in that project.
- The TPD can take action only on the demand that are Unmapped.
- The TPD can see the status of each demand. The status filter on right above of the demand table to see demand specific to the selected status.
- On clicking on the map icon against a demand TPD can see the history of that demand.

TPD Action Screen

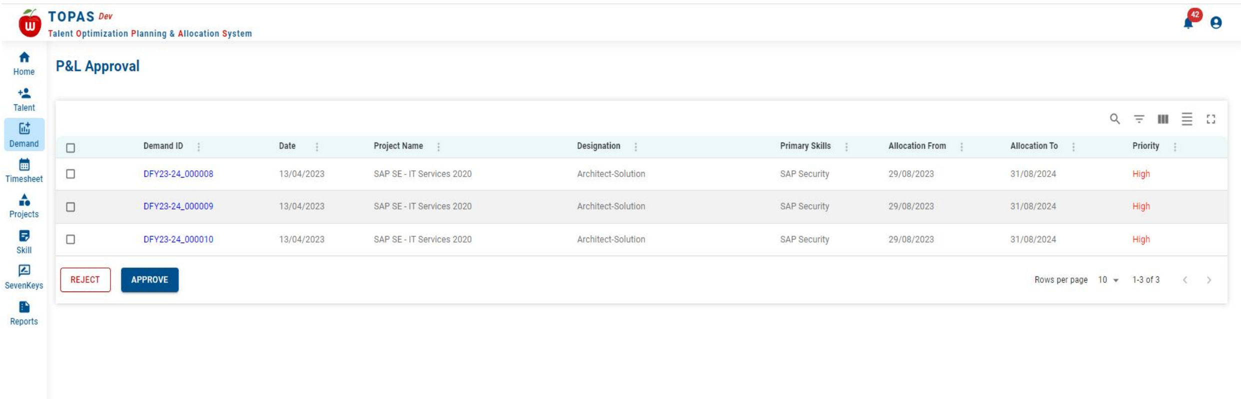


Description

- TPD can take action only against the Unmapped Projects.
- TPD has 3 option to do either TPD can take action against the demand or forward it to TA or forward it to DPN. This TPD can do by toggling between TPD, TA, DPN in action By.
- TPD can search skills required for the demand by clicking on the skill search link. TPD will be redirected to skill report.
- TPD can toggle between All or Suggested in the Employee List. If All employee list is on all then all the active employee within the organization is fetched. If its on suggested then employee list contains only those employee that are suggested by PM against a demand.
- After selecting the employee from the list then TPD has to click on search button to see all the allocations of the employee and accordingly TPD can proceed with the employee. The basic details of the employee will be filled in employee details section.

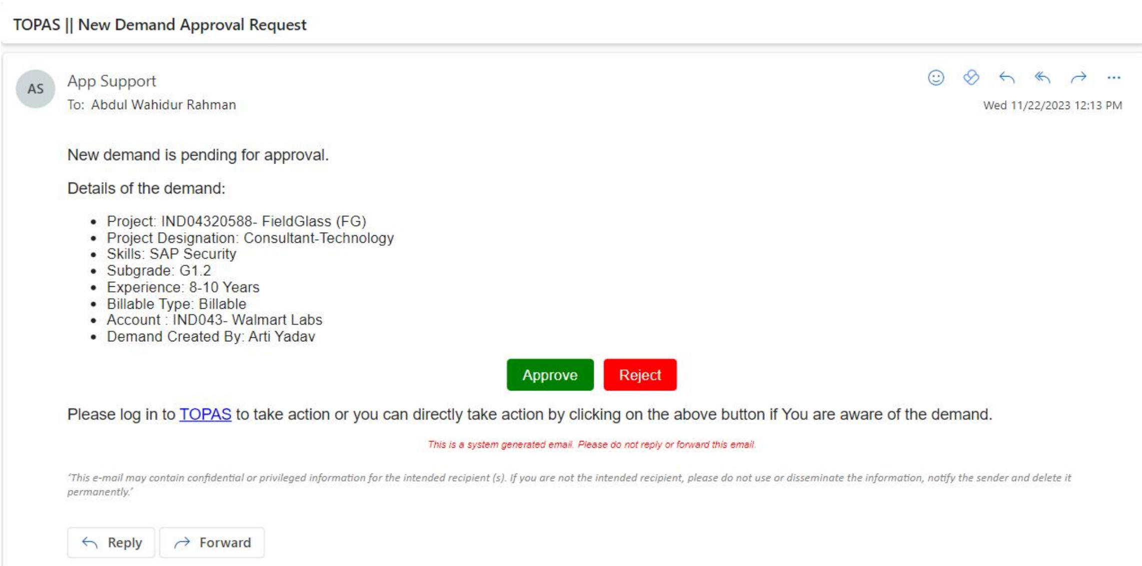
- TPD can even post this demand on smart gig portal.
- If TPD finds a suitable employee for that demand then give the remarks and click on submit to map the employee against that demand. Else TPD can click on to whom the Demand to be forwarded (TA/DPN) give the remarks and click on submit. The demand will go to P&L of the demand. If the P&L approves it then the demand will go to whom the demand was forwarded by TPD.

P&L/MU Lead Action Screen



Description

- Path: - Demand Management -> P&L Approval View/ MU Lead Approval View.
- Statkeholder: - P&L/MU Lead of the Demand
- If Demands that are created against a project forwarded by TPD to TA/DPN goes to P&L of the demand and If the demands are created against an Opportunity and forwarded by TPD to TA/DPN goes to P&L/MU Lead of the demand.
- P&L/MU Lead can click on check box and click on approve or reject to approve/reject the demand in bulk.
- If the P&L/MU Lead wants to see more details of demand then click on demand code. It will redirect to the demand details page and there also we give the option to Approve or Reject that particular demand.



TOPAS || New Demand Approval Request

AS App Support
To: Abdul Wahidur Rahman
Wed 11/22/2023 12:13 PM

New demand is pending for approval.

Details of the demand:

- Project: IND04320588- FieldGlass (FG)
- Project Designation: Consultant-Technology
- Skills: SAP Security
- Subgrade: G1.2
- Experience: 8-10 Years
- Billable Type: Billable
- Account : IND043- Walmart Labs
- Demand Created By: Arti Yadav

Approve Reject

Please log in to TOPAS to take action or you can directly take action by clicking on the above button if You are aware of the demand.

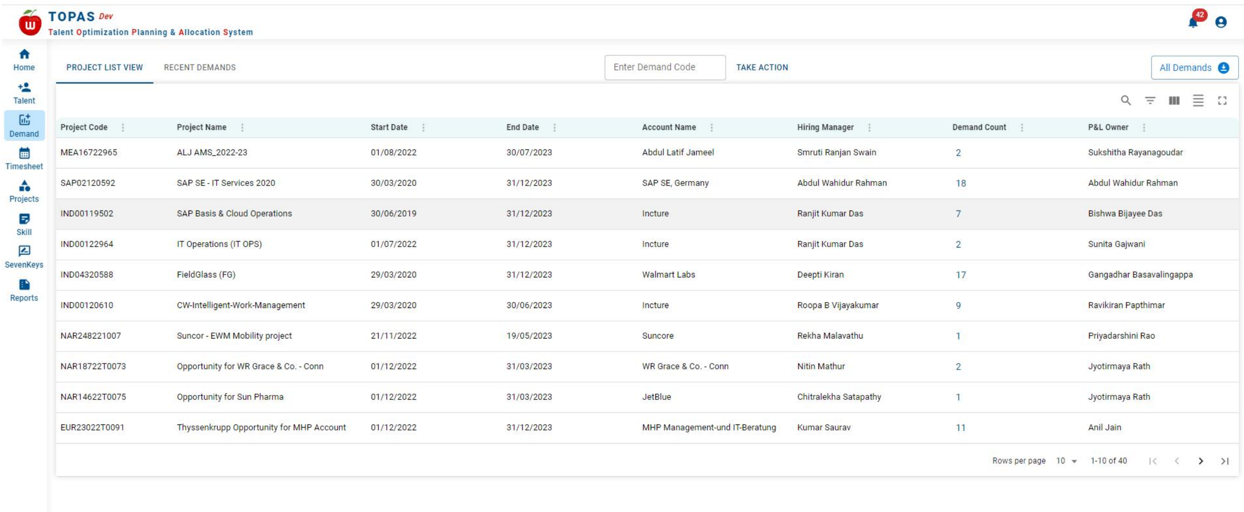
This is a system generated email. Please do not reply or forward this email.

'This e-mail may contain confidential or privileged information for the intended recipient (s). If you are not the intended recipient, please do not use or disseminate the information, notify the sender and delete it permanently.'

Reply Forward

- When the TPD forwards the demand to TA/DPN then the mail is also triggered to P&L/MU Lead of the demand. The P&L/MU Lead can click on approve or reject button on the mail to directly approve/reject the demand.

TA/DPN Project List View Screen



Project Code	Project Name	Start Date	End Date	Account Name	Hiring Manager	Demand Count	P&L Owner
MEA16722965	ALJ AMS_2022-23	01/08/2022	30/07/2023	Abdul Latif Jameel	Smruti Ranjan Swain	2	Sukshitha Rayanagoudar
SAP02120592	SAP SE - IT Services 2020	30/03/2020	31/12/2023	SAP SE, Germany	Abdul Wahidur Rahman	18	Abdul Wahidur Rahman
IND00119502	SAP Basis & Cloud Operations	30/06/2019	31/12/2023	Incture	Ranjit Kumar Das	7	Bishwa Bijayee Das
IND00122964	IT Operations (IT OPS)	01/07/2022	31/12/2023	Incture	Ranjit Kumar Das	2	Sunita Gajwani
IND04320588	FieldGlass (FG)	29/03/2020	31/12/2023	Walmart Labs	Deepti Kiran	17	Gangadhar Basavalingappa
IND00120610	CW-Intelligent-Work-Management	29/03/2020	30/06/2023	Incture	Roopa B Vijayakumar	9	Ravikiran Papthimar
NAR248221007	Suncor - EWM Mobility project	21/11/2022	19/05/2023	Suncore	Rekha Malavathu	1	Priyadarshini Rao
NAR18722T0073	Opportunity for WR Grace & Co. - Conn	01/12/2022	31/03/2023	WR Grace & Co. - Conn	Nitin Mathur	2	Jyotirmaya Rath
NAR14622T0075	Opportunity for Sun Pharma	01/12/2022	31/03/2023	JetBlue	Chitralekha Satapathy	1	Jyotirmaya Rath
EUR23022T0091	Thyssenkrupp Opportunity for MHP Account	01/12/2022	31/12/2023	MHP Management-und IT-Beratung	Kumar Saurav	11	Anil Jain

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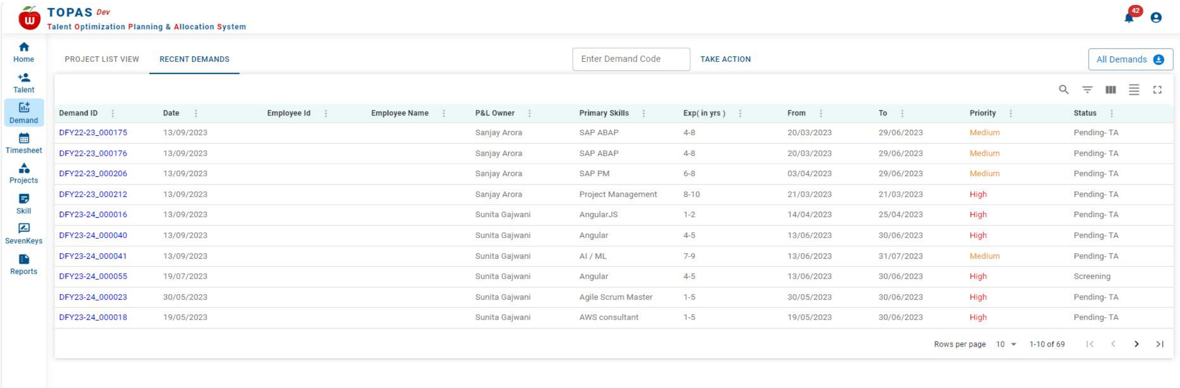
Description

- Path: - Demand Management -> TA Project View Or DPN Project View
- Statkeholder: - TA/DPN
- In this page TA/DPN can view all the demand raised against the projects and forwarded to TA/DPN by TPD.

- On clicking on the demand count TA/DPN will be redirected to TA/DPN Demand View screen.
- Export Option is there to export all the demand pending at TA/DPN against a project.
- If the TA/DPN knows the demand code of the demand then they can directly enter the demand code and take action against the demand.

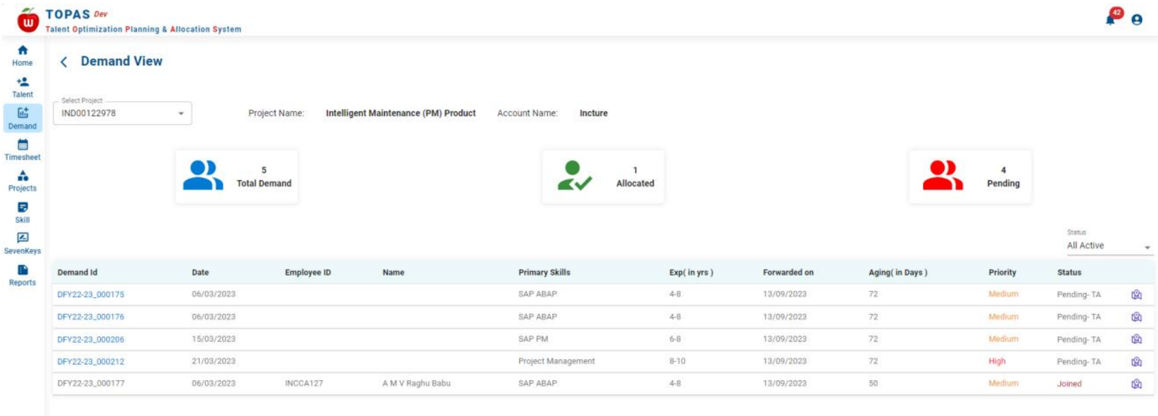
TA/DPN Recent Demands Screen



Description

- In this screen TA/DPN can view the demand that is just forwarded by TPD against a project.
- The demands are sorted in ascending order of the demand updated date.
- On clicking on the demand code TA/DPN can directly take action against the demand.

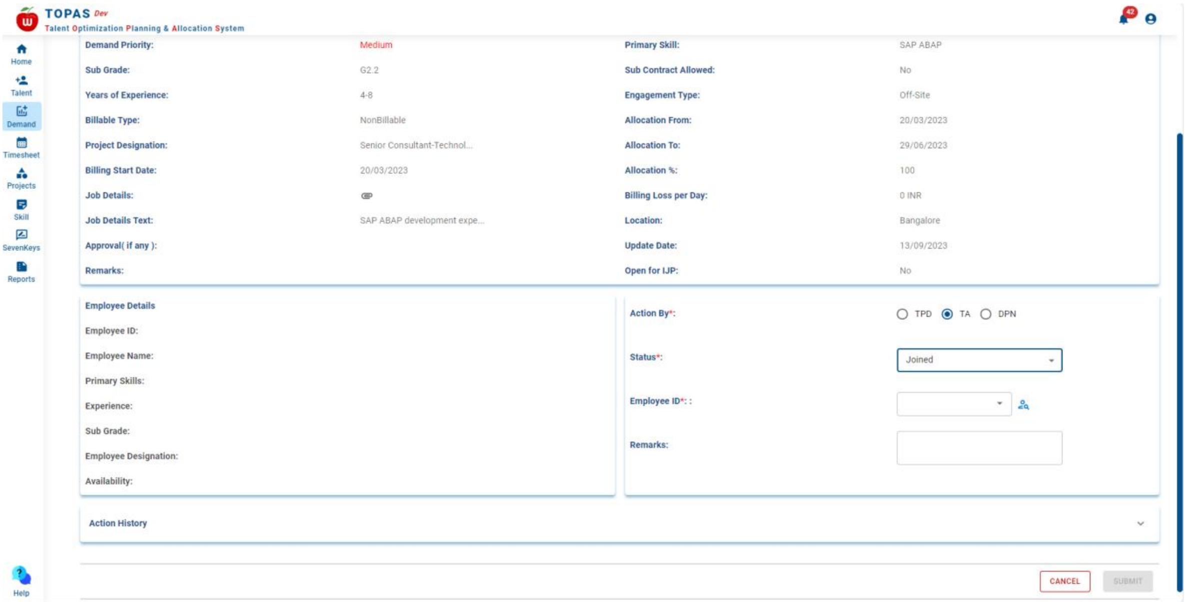
TA/DPN Demand View Screen



Description

- A drop down button to select the Project code.
- The various details of the project will be fetched from the database on selecting the project code like Project Name and Account Name.
- 3 Cards are there total demand , allocated demand and pending demand.
- The table consists of list of demand that are forwarded to TA/DPN by TPD at least once in the demand life cycle.
- The TA/DPN can take action only on the demand that are currently pending at TA/DPN.
- The TA/DPN can see the status of each demand. The status filter on right above of the demand table to see demand specific to the selected status.
- On clicking on the map icon against a demand TPD can see the history of that demand.

TA/DPN Action Screen



Description

- TA/DPN can take action only against the demand that are currently pending at TA/DPN.
- TA has 3 option to do either TA can take action against the demand or forward it to DPN or forward it back to TPD. This TA can do be toggling between TPD, TA, DPN in action By.
- DPN has 2 option to do either DPN can take action against the demand or forward it to TA. This DPN can do by toggling between TA, DPN in action By. Forwarding back to TPD is disabled for DPN.
- TA/DPN can select from the status drop down. The status are Screening, Shortlisted, Interview, Offer Accepted, Awaiting Client Feedback, Joined
- TA/DPN has to Enter the employee id only when they select the status to be Joined. In other cases Employee ID field will not be there.
- If TA/DPN decides to forward the demand then TA/DPN can click on to whom the Demand to be forwarded (TA/DPN) give the remarks and click on submit.

- TA/DPN can see the history of the demand also by clicking on Action History button.