



ERP-2447 Report Request (Req 115): Mentoring Programs Engagement (Drop 2)

Approved

Please see the [SyWay Analytics Approach](#) document, section 'Documentation' for more information about the context of this document.

Status	Approved
Functional Specification Owner	PRAZERES-ext, ines
Stakeholders	Aurélien Vermeillet, Helena Macieira
Jira Request ID	<div style="border: 1px solid orange; padding: 5px;"> ERP-2266 - Jira project doesn't exist or you don't have permission to view it.</div>
Jira Development (Build) ID	<div style="border: 1px solid orange; padding: 5px;"> ERP-2447 - Jira project doesn't exist or you don't have permission to view it.</div>
Lean IX App Link	
Business Process Reference (L4)	11.11.01.02. Create & Distribute Custom Reports

High-Level Specification

Parameter	Value
Application System (Delivery Tool)	SuccessFactors – Story Report Module: CDP

Functional Overview

Report label:

Mentoring Programs Engagement

Type of report:

Story report

Why the report is needed

A Mentoring Programs Engagement report is required to ensure mentoring programs deliver measurable business value and support talent strategy priorities.

Business requirements addressed

- Track mentoring program signup
- Monitor engagement in mentoring programs
- Track mentoring program completion
- Assess skills gaps before and after mentoring program completion

Business questions answered

- How many mentoring programs are active, completed, or deleted?
- How many mentors and mentees are participating?
- How has participation evolved over time?
- What is the engagement level across organizational dimensions?

Business value

The report provides visibility into mentoring program adoption and outcomes, enabling Talent and HR teams to improve program effectiveness and alignment with career development strategy.

Scope

In Scope

- Mentoring program signup, engagement, and completion
- Mentor and mentee participation
- Timebased analysis of mentoring program creation
- Organizational dimension analysis

Out of Scope

- Inactive employees
- Noncadre employees (restricted via pay grade)

Intended Users & Access

Talent Team & Mentoring Administrators, GBS, IT HR

Solution Overview

Content ownership: [PRAZERES-ext, ines](#)
 Input from: Aurélien Vermeillet

Security: Standard SuccessFactors RoleBased Permissions (RBP) apply. Data visibility dynamically follows the user's authorized target population.

Story Definition

Story Page 1 – Mentoring Programs Engagement

Page Objective

Provide a consolidated view of mentoring program engagement, combining summary KPIs, charts, and detailed mentoring program information.

Page Filters

Report Field Name	Mandatory / Optional	Prompt Type	Default / Restrictions
Location	Optional	Multiselect	All
Gender	Optional	Multiselect	All
Talent Flag	Optional	Multiselect	All
Grade	Optional	Multiselect	All
Region	Optional	Multiselect	All
Job Function	Optional	Multiselect	All
Country	Optional	Multiselect	All

Site	Optional	Multiselect	All
Department	Optional	Multiselect	All

Page Level Input Controls

None specified.

Calculations

The report includes the following calculated metrics:

- Total number of mentoring programs
- Total number of mentors
- Total number of mentees
- Total number of completed mentoring programs
- Total number of ongoing mentoring programs

Layout

- Page filters pinned at the top
- Syensqo logo topleft
- Summary KPIs
- Charts
- Detailed table

Dashboards / Charts

Summary KPIs (Numerical):

- Total number of mentoring programs
- Total number of mentors
- Total number of mentees

Charts:

- Mentoring program status (In progress, Completed, Deleted) – Pie chart
- Number of ongoing vs completed mentoring programs by dimension – Bar chart
- Number of mentoring programs created over time – Timeseries chart

Tables / Lists

Table 1 – Mentorship Programs Details

Field
Program ID
Program Name
Description
Mentor Details
Mentee Details
Mentee Signup Date
Mentor Signup Date
Mentor Approval Comments
Mentor Approval Method
Matching Date
Matching Type
Status
Actual Matching Date
Completed Date

Participant Type
End Mentoring Note
Signup Question
Signup Answers

Story Filters (Global)

Report Field Name	Mandatory / Optional	Default
Employee Status	Mandatory	Active employees only
Employee Type	Mandatory	Whitecollar only

Data Models

Data Model	Description	Jira Development ID
CDP Mentoring Data Model	Career Development Planning mentoring program data	ERP2447

Business Roles

Role
30Talent Manager / Talent Management Business Partner
40GBS People Services Specialist
50IT HR Specialist (HRIT) / System Admin / IT Admin

Design Rationale

No standard report or catalog solution meets the business requirements. The analysis requires CDP mentoring data and multiple engagement indicators, which necessitates a custom SuccessFactors Story Report.

Assumptions

- CDP mentoring data is correctly maintained
- Mentor and mentee participation data is complete and accurate
- RBP rules are finalized and applied consistently

Dependencies

- Availability and quality of CDP mentoring data
- Finalization of RoleBased Permissions and target populations

Special Requirements

None identified.

Frequency of Analysis / Report Run

Frequency
Adhoc / Ondemand

Testing Considerations / Dependencies

- Validate inclusion of active employees only

- Validate mentoring program status logic
- Validate counts of mentors, mentees, and programs
- Validate timeseries behavior for program creation

Test Conditions and Expected Results

ID	Condition	Expected Result
TC01	Open report without filters	Displays all active mentoring programs
TC02	Filter by department	KPIs, charts, and table update correctly
TC03	Review program status	Programs correctly classified by status

Other Requirements

None identified.

See also

File **Modified**







No files shared here yet.

Change log

Version	Published	Changed By	Comment
CURRENT (v. 1)	Mar 06, 2026 12:47	SKIKDAOUI-ext, Myriam	

Workflow history

This view shows the 5 most recent entries. The complete workflow log is available from the 'Document Activity' menu item.

Mar 17, 2026	Actor	Type	Activity	Version
Approved	 GARNIER-ext, Marion	State	changed state to Approved at 8:34 pm	v1
Lead Approval	 GARNIER-ext, Marion	State	gave <i>POD Lead Review</i> approval at 8:34 pm	
	 SKIKDAOUI-ext, Myriam	State	assigned approval <i>POD Lead Review</i> to  GARNIER-ext, Marion at 8:39 am	
Mar 16, 2026				
	 PRAZERES-ext, ines	State	changed expiry date to '23 Mar, 2026 05:23 pm' at 5:23 pm	
		State	changed state to Lead Approval at 5:23 pm	v1
Tech Review	 PRAZERES-ext, ines	State	gave <i>Tech Review</i> approval at 5:23 pm	
		State	changed expiry date to '21 Mar, 2026 05:23 pm' at 5:23 pm	
		State	changed state to Tech Review at 5:23 pm	v1