



*The new generation of resource management*  
**SKILL MANAGEMENT**

A complete resource management solution should support both quantitative availability (capacity) and qualitative suitability (skills). That's why Can Do provides and interlinks both these elements in its skill management tool, offering a much broader scope than conventional capacity planning solutions. Skill management opens up new options for your HR people, particularly helping them plan strategic staff recruitment and requirement-based qualification initiatives.

**Paradigm change in resource management**

Your resource management will be much more realistic if you take skills into account in your capacity planning process. Using Can Do skill management means you can be sure that current and future projects are staffed with the right people and that you have the right employees on board as a result of your proactive and strategic recruitment planning.

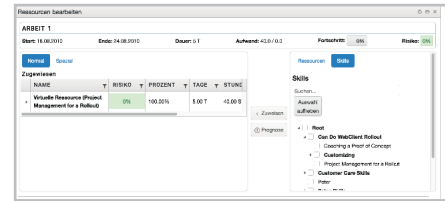
Capacity planning with skills is a paradigm change in resource management, because it replaces – or extends – the purely quantitative view of existing capacity with a qualitative perspective.

The implementation of skill management is based on a library of skills that collects and structures the skills available and required within the company. When it is combined with skill-based capacity planning, you benefit from wide-ranging analysis options. These include answers to questions like “Which skills are we currently using and to what extent?” and “Which skills are we likely to need in the future and to what extent?”. This information facilitates fact-based, strategic HR planning.

### PLANNING WITH SKILLS AND ROLES

The skill management module is available with the Can Do manager or employee license combined with the skill management suite. It is a powerful extension to it, even though it can be used as a

standalone competence management tool. The Can Do skill management solution includes both the Skills and Roles modules, which are each subdivided into several apps.

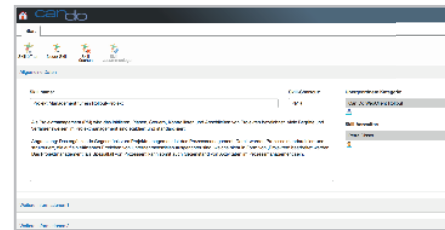


### SKILL AND ROLE LIBRARY

As an alternative to planning based on your employees' skills, you can define roles and plan with them instead. For example, one organization might plan with the "project management" skill, while another uses the "project manager" role that can encompass several skills. In the next section, you can read a description of both methods, focusing on the differences between them.

Can Do helps by enabling you to create categories (types) for the individual skills (or roles), add synonyms for the various skills (or roles) to avoid using several words for the same skill (role), and search for skills (or roles). You can also add descriptions to each skill or role and your HR department can use these to create job profiles. Your staff can edit their skills themselves or in collaboration with their manager.

lets employees create a long-term career plan because successors in a job can be added to the relevant skills (or roles). This provides more visibility and makes it easier for them to plan their career development.



The starting point for working with skill management is to create and maintain a

Finally, Can Do skill management also

### CAPACITY PLANNING USING SKILLS AND ROLES

Can Do helps with your project or staff deployment plans, too. Once you have assigned skills (or roles) to a task, as well as the time needed to complete it, Can

Do analyzes who is best suited to the task and checks they are available. Assigning the person to the task is best performed by centralized planners or resource manage-

ment tools, which then replace the skill requirement (or role requirement) with the relevant person.

### SKILL SCORE

Can Do enables you to assign a score to skills (or roles) and abilities that reflects the value your company places on them.

That would enable you to accelerate training initiatives to help staff acquire skills with a high score. You could also use

the skill score to calculate the value of the knowledge you have within your company.

### ANALYSES AND EVALUATIONS

Can Do provides you with a wealth of ways to analyze and evaluate skills (or roles) as individual apps. These are available for employees, department managers, the HR department and management. For example, you can

analyze skills in relation to the abilities you require and actually use in your company – both for individual employees and departments. You can also run a capacity analysis for specific skills, create a list of the top ten (or the flop ten!) skills in the

company, and run trend analyses, too.

