GLOSSARY OF SAP SUCCESSFACTORS GOAL MANAGEMENT

A Quick Reference Guide to SAP Terminologies

SAP SuccessFactors Goal Management Key Concepts

Concept/Term	Definition
Goal Management	A module in SuccessFactors used to define, align, and track individual and organizational goals. Enables visibility and accountability.
Goal Plan	A document where goals are created, tracked, and aligned. Contains sections for categories, weights, due dates, and progress.
Goal Template	Predefined format for creating goal plans. Controls layout, fields, permissions, and goal categories.
SMART Goals	Framework to define Specific, Measurable, Achievable, Relevant, and Time-bound goals. Encouraged in goal setting.
Goal Alignment	The process of linking individual goals to higher-level team or organizational goals. Promotes strategic alignment.

Get any SAP Video course -https://zarantech.teachable.com/courses/category/sap
Linkedin Learner Community page -https://www.linkedin.com/showcase/sap-learner-community/

SAP SuccessFactors Goal Management
Key Concepts

Concept/Term	Definition
Goal Cascading	A top-down approach to sharing goals. Allows leaders to cascade their goals to team members.
Team Goal	A shared goal assigned to multiple employees. Used for collaboration and group accountability.
Private Goal	A goal visible only to the employee and their manager. Useful for personal development or sensitive topics.
Public Goal	A goal visible across the organization or department. Promotes transparency and team alignment.
Goal Library	A repository of pre-written, standardized goals. Users can import these to simplify goal setting.

Get any SAP Video course -https://zarantech.teachable.com/courses/category/sap
Linkedin Learner Community page -https://www.linkedin.com/showcase/sap-learner-community/

Concept/Term	Definition
Goal Category	A label that groups goals by function or theme. Helps organize and report on goal types (e.g., Sales, Innovation).
Goal Weight	Assigns importance to each goal as a percentage. Affects overall performance ratings if weighted scoring is used.
Goal Status	Tracks progress of the goal (e.g., Not Started, In Progress, Completed). Used to monitor goal achievement.
Goal Progress	A numeric or percent-based measure of how far the goal has advanced. Can be updated manually or automatically.
Milestones	Sub-goals or checkpoints within a goal. Breaks down large goals into manageable tasks.

Concept/Term	Definition
Metric Lookup Table	Used to auto-calculate goal ratings based on predefined metrics. Helps standardize scoring.
Cascade Goal Wizard	A tool that helps managers cascade goals to team members quickly. Simplifies alignment steps.
Goal Import	Uploads goals in bulk using Excel or CSV templates. Saves time during mass goal planning.
Goal Export	Allows users to download goals into Excel or PDF for offline use or review. Useful for documentation.
Goal Notification	Automated emails sent when goals are created, edited, or due. Keeps users informed.

Get any SAP Video course -https://zarantech.teachable.com/courses/category/sap
Linkedin Learner Community page -https://www.linkedin.com/showcase/sap-learner-community/

Concept/Term	Definition
Role-Based Permissions (RBP)	Defines what users can view, edit, or manage in Goal Management. Ensures secure and appropriate access.
Goal Execution	Refers to tracking and delivering on goals over time. Involves updates, monitoring, and collaboration.
Goal Rating	A score assigned to reflect achievement of a goal. Used in performance reviews and final evaluations.
Goal Audit Trail	Tracks historical changes made to a goal. Useful for transparency and accountability.
Goal Plan View	The interface where users see their goals. Can be personalized by layout or filters.

Get any SAP Video course -https://zarantech.teachable.com/courses/category/sap
Linkedin Learner Community page -https://www.linkedin.com/showcase/sap-learner-community/

Concept/Term	Definition
Goal Plan Access	Settings that define who can see or edit a user's goals. Managed through templates and permissions.
Add Goal	Function to manually create a new goal in the plan. Can be public, private, or aligned.
Edit Goal	Used to update title, due date, weight, or progress. Editable based on role and workflow stage.
Delete Goal	Removes a goal from the plan. Access is typically restricted to prevent data loss.
Copy Goal	Duplicates an existing goal for reuse or realignment. Saves time during new planning cycles.

Get any SAP Video course -https://zarantech.teachable.com/courses/category/sap
Linkedin Learner Community page -https://www.linkedin.com/showcase/sap-learner-community/

Concept/Term	Definition
Link to SuccessFactors Learning	Connects learning items to development or training goals. Supports career growth and goal tracking.
Team Overview	A manager's dashboard to view all team goals. Helps identify alignment and track performance.
Goal Execution Insight	Visual dashboards that show goal progress across teams or departments. Supports data-driven management.
My Goals	The section where employees can create and track their own goals. Personalized view with update options.
Direct Reports' Goals	A manager's access to view and support employee goals. Ensures oversight and coaching.

Get any SAP Video course -https://zarantech.teachable.com/courses/category/sap
Linkedin Learner Community page -https://www.linkedin.com/showcase/sap-learner-community/

Concept/Term	Definition
Cascade Alignment Report	A visual showing how goals are cascaded and aligned. Useful during audits or reviews.
Goal Commenting	Allows feedback or collaboration directly within the goal. Enhances communication around priorities.
Goal Plan Permissions	Template-level controls that determine who can read, write, or comment on goals.
Concurrent Goals	When multiple goals are pursued at the same time. Managed via weights and tracking tools.
Business Goals	Organizational-level goals that cascade down to departments and employees. Often strategic or financial.

Get any SAP Video course -https://zarantech.teachable.com/courses/category/sap
Linkedin Learner Community page -https://www.linkedin.com/showcase/sap-learner-community/

Concept/Term	Definition
Development Goals	Focused on personal or professional growth. May be tied to training, mentoring, or stretch assignments.
Performance Goals	Directly related to job tasks or KPIs. Measured during performance evaluations.
Stretch Goals	Ambitious targets that exceed standard expectations. Used to push high performers or challenge teams.
Personal Goals	Goals tied to individual motivation or well-being. May be private and not rated formally.
Goal Execution Culture	An organizational focus on consistent tracking and completion of goals. Drives accountability and results.

SAP SuccessFactors Goal Management Key Concepts

Concept/Term	Definition
Mid-Year Goal Review	A check-in point to evaluate progress and adjust goals if needed. Often includes manager feedback.
Goal Plan Template Admin	User with permission to configure templates and manage goal plan settings.
Goal Realignment	Adjusting goals due to strategy or role changes. Ensures continued relevance and focus.
Goal Plan XML Configuration	Backend structure defining goal plan layout, fields, and behavior. Edited by admins or consultants.
SuccessFactors Report Story	Analytics tool to visualize goal data. Used to generate charts, dashboards, and insights.

Get any SAP Video course -https://zarantech.teachable.com/courses/category/sap
Linkedin Learner Community page -https://www.linkedin.com/showcase/sap-learner-community/