



**A STUDY ON FACTORS THAT AFFECT THE SUCCESSFUL OF SUCCESSION
PLANNING AT INSTITUTE OF HIGHER EDUCATION IN BATU PAHAT**

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**BACHELOR OF BUSINESS ADMINISTRATION (HONS) HUMAN RESOURCE
MANAGEMENT, FACULTY OF BUSINESS MANAGEMENT UNIVERSITI
TEKNOLOGI MARA, KAMPUS BANDARAYA MELAKA**

JULY 2014

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**Submitted in Partial Fulfilment of the
Requirement for the
Bachelor of Business Administration with Honours (Human Resource Management)**

**FACULTY OF BUSINESS MANAGEMENT
UNIVERSITI TEKNOLOGI MARA KAMPUS BANDARAYA MELAKA**

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MANAGEMENT, FACULTY OF BUSINESS MANAGEMENT UNIVERSITI
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“DECLARATION OF ORIGINAL WORK”

We Rashidah Binti Ismail,(I/C Number : 911204-01-6678) and Nor Albaniah Binti Ahmad
Zakaria (I/C Number : 920401-01-7084)

Hereby, declare that:

- This work has not previously been accepted in substance for any degree, locally, or overseas, and is not being concurrently submitted for this degree or any others degree.
- This project paper is the result of my independent work and investigation except otherwise stated.
- All verbatim have been distinguished by quotation marks and sources of my information have been specifically acknowledged.

Signature 1: _____

Date: _____

Signature 2: _____

LETTER OF SUBMISSION

The Project Aviosr,
Puan Norraeffa binti Md Taib
Faculty Of Business Management
Universirty of Teknology MARA Malacca City Campus
110 Off Jalan Hang Tuah,
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July 2014

Dear Sir/Madam,

SUBMISSION OF PROJECT PAPER(HRM 662)

Attached is the project paper titled “ A STUDY ON FACTORS THAT AFFECT THE SUCCESSFUL OF SUCCESSION PLANNING IN INSTITUTE OF HIGHER EDUCATION” to fulfil the requirement as needed by the Faculty Of Business Management, University Technology Mara.

Thank You.

Your sincerely,

NOR ALBANIAH BT AHMAD ZAKARIA

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Bachelor Of Business Administration(Hons)

In Human Resources Management

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Bachelor Of BusinessAdministration(Hons)

In Human Resources Management

ABSTRACT

Succession planning is used as an essential and strategic tool for the organizations to attract, develop, and retain talent in the workforce. As a comprehensive definition, succession planning can be defined as an attempt to have a plan for the right number and quality of key position employees, including managers to cover retirements, promotions, serious illnesses, death or any new job, which may be created in the future of the organization's plans. When there is a supportive and committed group that implement this tool, the organization must be ready towards any possibilities as they have their own future best talent. The past researcher shows that there are some factors or conditions that will affect the implementation or the succession planning process.

The present research has study on four factors that may affect the successful of succession planning which are commitment, skills, knowledge, and motivation. This study has been conducted within Universiti Tun Hussein Onn Malaysia and Kolej Poly-Tech Mara Batu Pahat which it was involved by 180 respondents of academic and non- academic staff of both institutes. Results from the present study showed that the most affect the successful of succession planning is commitment. Recommendations for organization and future research also have been discussed.