

Task Instructions

Task ID: 700

Task Name: *Maintain Role Mapping Worksheet*

Task Start Date: May 1, 2026

Task Due Date: May 29, 2026

Project Impact: Indirect

Task Description

Review and update Agency Role Mapping Worksheet during UAT.

Task Instructions

Review and Update Role Mapping Worksheet

- Ensure **ALL** future end users are listed with applicable roles.
 - As new users are added or as role changes are being made in the UAT environment, you should ensure the necessary updates are also being maintained in your <Agency> *Role Mapping* worksheet.
 - Your Security Access Manager (SAM) can provide regular UAT User Access reports to support the reconciliation efforts that may be required between any role changes in the UAT environment and the role mapping worksheet.
- Review all error messages, conditional formatting, and missing information in your <Agency> *Role Mapping* worksheet. Review the [Role Mapping Supplemental](#) for details on how to maintain your worksheet in anticipation of the Role Mapping worksheet submission in June 2026 for UAT Refresh.

Smartsheet Navigation:

Florida PALM Workbook for (Agency) > Agency Readiness > Agency Role Mapping

Task Completion Requirements

The Project team will review your task submission based on the following criteria to confirm completion:

Table 1: Task Completion Rubric

Task Completion Rubric
There are no error messages in the Error Message column or the DW/BI Error Messages column.
All end users listed include a First Name, Last Name, Email Address and at least one Business Process Grouping, Topic, and role selection.
The <Agency> Readiness Workplan Task Tracker, Agency Reported Task Progress column, has been updated to 100% - Submitted.

Supporting Materials & Resources:

- [Role Mapping Supplemental](#)
- [Role Assignment Overview](#)
- [End User Roles](#)
- [Reporting Solution](#)
- [Organization Security](#)
- [Org Security Rule](#)