

## Task Instructions

Task ID: 704

Task Name: *Maintain Role Mapping Worksheet*

Task Start Date: July 1, 2026

Task Due Date: August 21, 2026

Project Impact: Indirect

## Task Description

Review and update Agency Role Mapping Worksheet during UAT up until UAT Refresh.

## Task Instructions

### Review and Update Role Mapping Worksheet Up Until UAT Refresh

- 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.
- Update all rows until there are no error messages in the SOD Errors column, unless the SOD Conflict has been approved by A&A and an approved SOD Conflict Request Form is attached to the row.

### 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, the DW/BI Error Messages column, or the SAM Error Message column.                                                                                         |
| There are no error messages in the SOD Errors or SAM Error Messages columns, unless the SOD Conflict(s) Approved by A&A column is checked <b>AND</b> an approved SOD Conflict Request Form is attached to the row. |
| 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 Role Listing](#)
- [End User Role Conflict Listing](#)
- [Agency SOD Conflict Matrix](#)
- [End User Role Articles](#)
- [Reporting Solution](#)
- [Organization Security](#)
- [Org Security Rule](#)
- [SOD Conflict Request Form](#)