

Task Instructions

Task ID: 520

Task Name: Update Authorized Smartsheet Users

Task Start Date: February 5, 2024

Task Due Date: February 16, 2024

Task Description

Review, update and confirm authorized users' access to all Florida PALM Smartsheet resources.

Task Overview

Your agency recently completed a confirmation of your Change Champion Network assignments using the expectations set forth by the CCN Roles and Responsibilities document. As stated in that document, primary and backup Agency Liaisons and Project Management Liaisons are expected to “Manage agency user access to agency and Project information in Smartsheet.”

To help meet that expectation, Agency Liaisons and Project Management Liaisons maintain the ‘Editor – Can Share’ role in your Florida PALM Agency Workbook and are required to manage access to your agency-specific workbook in Smartsheet.

This task requires Agency Liaisons and Project Management Liaisons to review and update authorized agency Smartsheet users, which they will continue to manage throughout the duration of the Project.

Task Elements

First, you will need to see who currently has access to your agency-specific workbook in Smartsheet. To do so, go to Smartsheet and select your agency-specific workbook. On the far-right side, you will see a column titled “Workspace Shared To.” This column shows who currently has access to your agency-specific workbook and their permissions (see Figure 1 below).

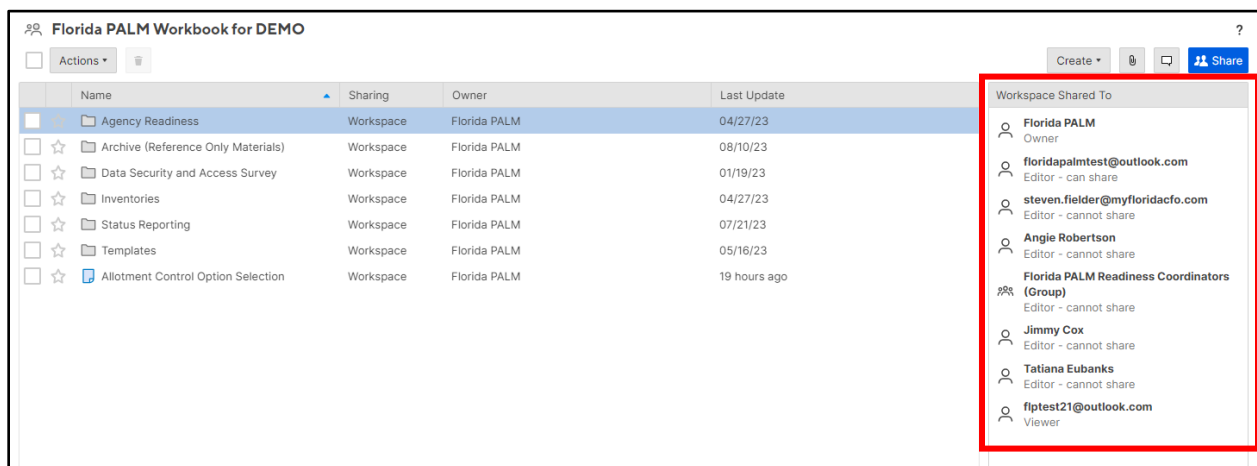


Figure 1: Shared Workspace

After viewing who has access and their permissions, you can decide if updates need to be made. To make updates, select the ‘Share’ button located on the far-right hand side. A new box will

appear called 'Workspace Sharing.' Here, you can remove access, add more individuals, and update permission settings (Figure 2). Once you make all appropriate updates, select the 'Close' button and it will be saved.

NOTE: When updating permissions, you should only select 'Editor – Cannot Share' or "Viewer" access. Only the Agency Liaisons and Project Management Liaisons should have the "Editor – Can Share" access.

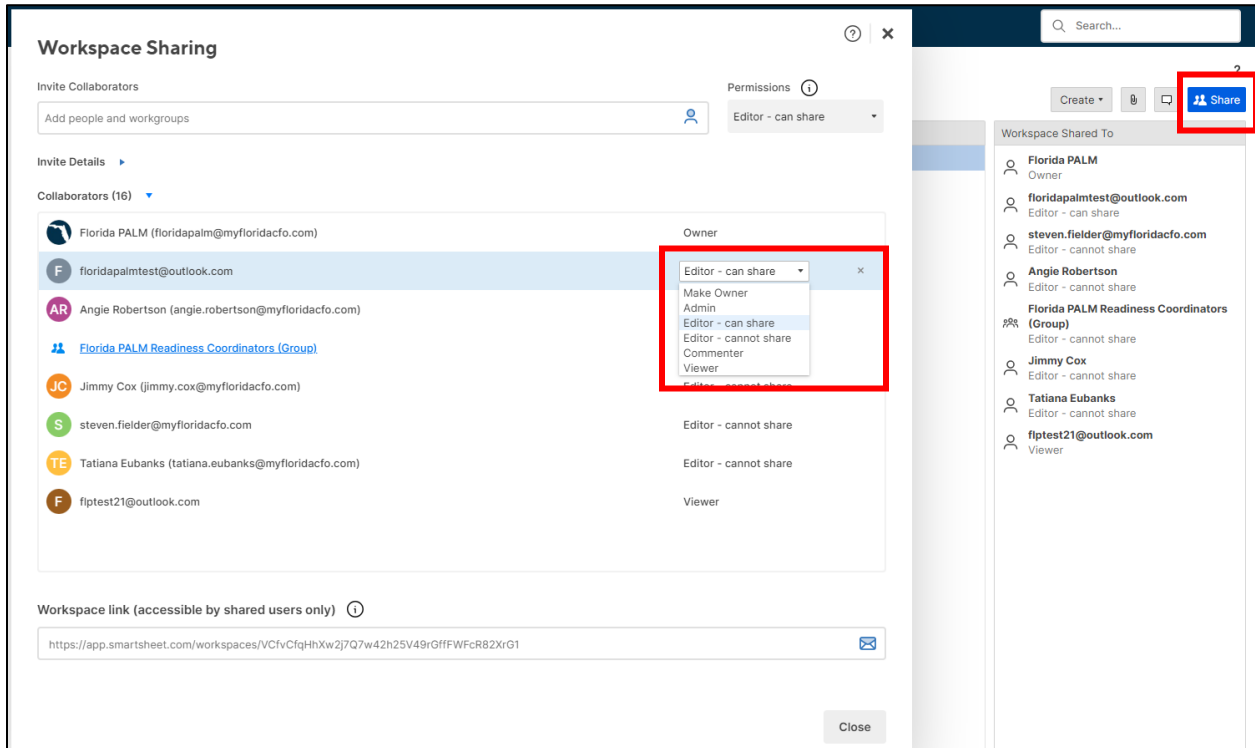


Figure 2: Workspace Sharing

If new members need to be added, please see the [Smartsheet User Guide](#) for more information on setting up a new account and more in-depth information on Smartsheet.

How will agencies use this information?

You will use this information to ensure the correct individuals have the necessary access to your agency's Florida PALM workbook. Agency Liaisons and Project Management Liaisons can make any necessary Smartsheet access updates at any time.

What will the Florida PALM Team do with this information?

The Florida PALM team will continue to allow the Agency Liaisons and Project Management Liaisons to manage Smartsheet user access for agency users. The Florida PALM team will review your task submission based on the following criteria to confirm completion:

Table 1: Task Completion Rubric

Task Completion Rubric
Task tracker has been marked as 100% complete

Task Instructions

This task requires multiple steps for completion. Agency Liaisons and Project Management Liaisons should first:

1. Review who currently has access to your Florida PALM Agency Workbook
2. Decide if the person’s access should:
 - a. Remain the same;
 - b. Be removed; or
 - c. Be updated to ‘Editor – Cannot Share’ or ‘Viewer’
3. Add other CCN members who need access to your Florida PALM Agency Workbook

As a reminder, your Florida PALM Agency Workbook is a protected series of worksheets and can only be accessed by staff you have designated. Users with editing access to your agency-specific worksheets should be tightly controlled and limited to maintain data integrity. Smartsheet does not offer version history or the ability to revert back to a previous version after a worksheet has been changed and saved.

Smartsheet resources are linked below, which can provide a refresher for how to access and use the tool. You may export your access reports to Excel to support your review and update of team assignments. Update and confirm your agency user Smartsheet access by the requested due date.

Table 2: Summary of Task Completion Steps

Summary of Task Completion Steps
1) <i>Agency Liaisons and Project Management Liaisons collaborate to identify if any updates need to be made to current Smartsheet users and identify if anyone else needs access.</i>
2) <i>Track and record task progress in the RW Task Tracker in Smartsheet until finalized. Be prepared to discuss progress in Agency Touchpoints with your Readiness Coordinator.</i>
3) Complete task by February 16, 2024
4) <i>When complete, update the RW Task Tracker, Agency Reported Task Progress column, to 100% and save.</i>
5) <i>If you have questions regarding this task, review the “Granting and Removing Access in Smartsheet” and “Creating a Smartsheet Account” videos, or contact your RC.</i>

s

Supporting Materials & Resources:

- [Smartsheet User Guide](#)
- [Granting and Removing Access in Smartsheet Video](#)
- [Creating a Smartsheet Account](#)