

List of Steps /Activities for Assigning Access Rights to Core Processes

Functions: Project design & engineering

Codes for steps/activities: TS01-TS05

Source: SA77, SA78, SA79

(Refer Chapter:11)

Steps/List of Activities	Codes for steps /activities	Function applicable	Responsibility
<p>1. Identifying Parameters for developing SOD-template for Assigning Access Rights to Core Processes & their activities</p> <p>CFT (previously formed) Identifying a list of important parameters such as below that ought to be included in the SOD-design templates:</p> <ol style="list-style-type: none"> 1. Function: 2. Process Code for assigning access rights (from Annex 26A): 3. Name of the Core process for SOD development: 4. Code for the core process (from Annex 20A): 5. Core Activity Code (from Annex 21A (2),21A (3),21A (4) as relevant: 6. Activity Description: <p>Risk Classification at Core activity level (from Annex 13E):</p> <p>Provision for capturing of following in columns:</p> <ol style="list-style-type: none"> 7) Profile numbers for accessing this core Activity 8) Access rights for Create/initiate, Edit/modify, Delete, View, Approve 9) Function number & name (from annex 12) 10) Team Number & name (from annex 12) 11) Employee Level 12) Positions within each level 	TS01	All, similar	CFT

<ul style="list-style-type: none"> ● Lower level-workmen, staff, Junior/Assistant manager & so on ● Middle level-Manager, Senior Manager-Sr. Mgr. & so on ● Higher level-General managers-GM, Directors-Dir & so on 			
<p>2. Designing SOD template for assigning access rights to core processes & their activities</p> <p>a) Based on TS01, CFT Designing template annex 26C for Assigning Access Rights for core Processes & their activities.</p> <p>i) Author has proposed a list of important parameters such as below, which CFT (previously formed) can consider for including in the SOD- template:</p> <p>Header</p> <ul style="list-style-type: none"> ● Function: ● Process Code for assigning access rights (from Annex 26A): ● Name of the Core process for SOD development: ● Code for the core process (from Annex 20A): ● Core Activity Code (from Annex 21A (2),21A (3),21A (4) as relevant: ● Activity Description: ● Risk Classification at Core activity level (from Annex 13E): <p>Footer (In tabular form) Six-Columns against description in rows as under</p> <p>i)Profile numbers for accessing this core Activity (propose @5 per activity)</p> <p>ii) Access rights for Create/initiate, Edit/modify, Delete, View, Approve</p> <p>iii) Function number & name (from annex 12)</p> <p>iv)Team Number & name (from annex 12)</p> <p>v)Employee Level</p> <p>vi) Positions within each level</p> <ul style="list-style-type: none"> ● Lower level-workmen, staff, Junior/Assistant manager & so on ● Middle level-Manager, Senior Manager-Sr. Mgr. & so on 	TS02	All, similar	CFT

<ul style="list-style-type: none"> ● Higher level-General managers-GM, Directors-Dir & so on <p>b) Proposed design template can be part of the Authorisation Manual c) after that, the CFT functional team forwarding the designed template as above to IT/System for software programming of the template with creating, editing, deleting, viewing and approving features.</p>			
<p>3. Software programming of SOD template for assigning access rights for core processes & their activities</p> <p>a) IT team, based on the above inputs at TS02, developed a software program for creating a SOD template with features of creating, editing, deleting, viewing, and approving in the design template. b) IT team after that testing SOD template & forwarding it to each relevant HOD for capturing “Assignment of access rights” for Core Process vis a vis respective key function.</p>	TS03	All, similar	IT/ERP
<p>4. Populating SOD template at Annex 26C with “Assigning Access rights” related activities for core processes</p> <p>a) Based on TS03, each HOD, along with his respective team, populating SOD template by assigning access rights related business activities w. r. t. each Function & Process code combinations: Designing of Architecture – function – SA77 Designing of Interiors– function – SA78 Designing of MEP services– function – SA79 And so on b) after that, uploading function-wise SOD template in ERP application software /Production server for go-live</p>	TS04	All, similar	Each HOD
<p>Incorporating Changes.</p> <p>5. As & when changes occur vis a vis following for any reason, Each HOD-with its team reviewing and amending populated templates as above 1)Changes in functions assigned for executing core processes 2)changes in core processes</p>	TS05	All, similar	Each HOD

3)changes in business activities			
4)Change in hierarchy levels in business hierarchy vis a vis low, medium, high			
5)Changes in hierarchy positions vis a vis low level, medium level and high level			
Additional activities proposed per function for meeting future activity requirements of any function for “Assigning access rights to core processes & associated activities.”	TS07, TS08, TS09	@1/function	

Note: Annex numbers 12, 13E,26C are part of the **handbook in Ethics -Volume 1**. The remaining activity codes are reserved for other functions