

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

Functions: Project design & engineering

Codes for steps/activities: TT01-TT05

Source: Annex 27A -All processes SB77, SB77, SB78

(Refer Chapter:11)

Steps/List of Activities	Codes for steps and (no of activities)	Function applicable	Responsibility
<p>1. Identifying Parameters for developing SOD-template for Assigning Access Rights to Statutory Process & their activities 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 Key function name & it's sub-functions/teams 2.Key function & sub function/team codes 3 SOD process code 4. Statutory process name 5. Statutory process code 6. Activity name w. r. t. each Statutory process 7. Activity Code 8. Risk level w. r. t. each activity 9. Provision for capturing of access rights for <ul style="list-style-type: none"> ● Create/initiate ● Edit/modify ● Delete ● View ● Approve 	TT01	All, Similar	CFT

<p>10. capturing of level</p> <ul style="list-style-type: none"> ● Low ● Medium ● High <p>11. Capturing of 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 ● Higher level-General managers-GM, Directors-Dir & so on 			
<p>2. Designing a SOD template for assigning access rights for Statutory processes & their activities</p> <p>a) Based on TT01, CFT Designing SOD template Annex 27C for assigning Access Rights for Statutory Process & their activities.</p> <p>Header</p> <ul style="list-style-type: none"> ● Function: all ● Statutory Process Code for assigning access rights (from Annex 27A): ● Name of Statutory process for SOD development: ● Code for Statutory process (from Annex 20B): ● Statutory Activity Code (from Annex 21B) ● Activity Description: ● Risk Classification at Statutory activity level (from Annex 14D) <p>Footer (In tabular form)</p> <p>Six-Columns against description in rows as under</p> <ol style="list-style-type: none"> i) Profile numbers for accessing this Statutory Activity (propose @5 per activity) ii) Access rights for Create/initiate, Edit/modify, Delete, View, Approve iii) Function number & name (from annex 12) iv) Team Number & name (from annex 12) v) Employee Level vi) Positions within each level 	TT02	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>b) Proposed design template at annexure 27C can be part of the Authorisation Manual c) after that, the CFT functional team forwards the designed SOD template as above to IT/System for software programming with creating, editing, deleting, viewing, and approving features.</p>			
<p>3. Software programming of SOD template for assigning access rights for Statutory processes & their activities</p> <p>a) IT team, based on the above inputs at TT02, develops a software programme for creating a 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 Statutory Process vis a vis respective key function.</p>	TT03	All, Similar	IT/ERP
<p>4. Populating SOD template with “Assigning Access rights” related activities for each of Statutory processes</p> <p>a) Based on TT03, each HOD, along with his respective team, populating template at Annex 27C by assigning access rights related business activities w. r. t. each Function & Process code combinations: Designing of Architecture – function – SB77 Designing of Interiors– function – SB78 Designing of MEP services– function – SB79</p> <p>And so b) after that, uploading function-wise template 27C in ERP application software /Production server for go-live</p>	TT04	All, Similar	Each HOD

<p>5. Incorporating Changes As & when changes occur vis a vis following for any reason, functional team reviewing and amending populated templates as above 1)Changes in functions assigned for executing statutory processes 2)changes in statutory processes 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</p>	TT05	All, Similar	Each HOD
Additional activities proposed per function for meeting future activity requirements of any function for “Assigning access rights to Statutory processes & associated activities.”	TT07, TT08, TT09	@1/function	

Note: Annex numbers 12, 14D, 27C are part of the **handbook in Ethics -Volume 1**. The remaining activity codes are reserved for other functions