

List of Steps /Activities for Assigning Access Rights to Master data tables and their fields

Functions: Project design & engineering

Codes for steps/activities: TV01-TV05

Source: SD77, SD78, SD79

(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 Master data related & fields</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 Key function name & it's sub-functions/teams 2.Key function & sub-function/team codes 3 SOD process code 4. Master data table name 5. Master data table code 6. Field name w. r. t. each Master data table 7. Field 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 	TV01	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 SOD template for assigning access rights for Master data table and their fields</p> <p>a) Based on TV01, CFT Designing template Annex 29C for Assigning Access Rights for Master data table.</p> <p>b) Proposed design template at Annex 29C can be part of the Authorisation Manual</p> <p>c) after that, CFT functional team forwarding designed template as above, to IT/System for software programming of the template with creating, edit, delete, view and approve features.</p>	TV02	similar	CFT
<p>3. Software programming of SOD template for assigning access rights for Master data table and their fields</p> <p>a) IT team, based on the above inputs at TV02, develop a software programme for creating a template as per Annex 29C having features of creating, editing, deleting, viewing and approving in the design template.</p> <p>b) IT team tests the design template at Annex 29C & forwards it to each relevant HOD to capture “Assignment of access rights” for the Master data table vis a vis respective key function.</p>	TV03	similar	IT/ERP
<p>4. Populating SOD template with “Assigning Access rights” related activities for Master data Tables</p> <p>a) Based on TV03, each HOD, along with his respective team, populating template at Annex 29C by assigning access rights related business activities w. r. t. each Function & Process code combinations:</p> <p>Designing of Architecture – function – SD77</p> <p>Designing of Interiors– function – SD78</p>	TV04	similar	Each HOD

<p>Designing of MEP services– function – SD79</p> <p>And so b) after that, uploading function-wise template 29C in ERP application software /Production server for go-live</p>			
<p>5. Incorporating Changes. As & when changes occur vis a vis following for any reason, functional team reviewing and amending populated templates as above</p> <ol style="list-style-type: none"> 1)Changes in functions assigned for developing Master data tables 2)changes in processes for developing Master data tables 3)changes in fields or choices w.r.t Master data tables 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 	TV05	similar	Each HOD
<p>Additional activities proposed per function for meeting future activity requirements of any function for “Assigning access rights to Master data Table & associated fields</p>	TV07, TV08, TV09	@1/function	

Note: Annex number 29 C is a part of the **handbook in Ethics -Volume 1**. The remaining activity codes are reserved for other functions