

Task Instructions

Task ID: 702

Task Name: *Submit Role Mapping Worksheet*

Task Start Date: June 01, 2026

Task Due Date: June 26, 2026

Project Impact: *Direct*

Your Agency Role Mapping submission has a direct impact on the UAT Refresh, as it is being used to load all agency end users for the second portion of UAT.

Task Description

Review and update Agency Role Mapping Worksheet. Submit workbook for users to be loaded in the UAT Refresh.

Task Instructions

Submit Role Mapping Worksheet

- 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.
- Resolve **ALL** errors in the Agency Role Mapping Worksheet.
 - Update all rows until there are no error messages in the Error Message column, DW/BI Error Messages column, or the SAM Error Messages column.
 - 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.
 - Update all rows requiring agency input, clearing all yellow and red cells.

Smartsheet Navigation:

Florida PALM Workbook for (Agency) > Agency Readiness > Agency Role Mapping

Task Completion Requirements

The Project Team will extract your worksheet to be used for the end user load during the UAT Refresh period. Any roles in error will not be included in the load, requiring the agency SAM to make any necessary user access updates in UAT after the UAT Refresh.

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, DW/BI Error Messages column, or the SAM Error Messages column.

Task Completion Rubric

There are no error messages in the SOD Errors column, unless the SOD Conflict(s) Approved by A&A column is checked **AND** 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](#)