**NEW SYSTEM REQUIREMENTS**

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| **PLAYERS/ACTORS** | **ACTIONS** | **NOTIFICATIONS (Template Design)** |
| HR | **Registration staff on-boarding**   * Create a form for staff registration. * Submit the form & notify IT HOD. * Check & review the form submission history on the log list.   **Staff off-boarding**   * Create a form for the staff clearance. * Submit the form & notify IT HOD & user’s HOD. * Check & review the form submission on the log list. * Receive notification about the completion of staff registration & staff clearance. |  |
| IT HOD | * Check & view notifications on the notification page.   **Registration staff on-boarding**   * Receive notification about a new registration form. * Approve & decline the approval form of LAN ID submission. * Approve & decline the approval request of app access right creation. * Check & review the approval history on the log list.   **App access right amendment**   * Approve & decline the approval form of app access right amendment. * Check & review the approval history on the log list.   **Staff off-boarding**   * Receive notification about a staff clearance form. * Approve or decline the approval form of deactivating of app access right for user. * Check & review the approval history on the log list. |  |
| HELPDESK | * Check & view notifications on the notification page.   **Registration staff on-boarding**   * Receive notification about a new approval. * Create a new LAN ID form for user. * Create a new Email Account for user. * Create a new Application Access Right request. * Check & review the approval history on the log list.   **App access right amendment**   * Receive notification about a new approval of the app access right amendment.   **Staff off-boarding**   * Receive notification about an approval of deactivating of app access right. |  |

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| NETWORK | * Check & view notifications on the notification page.   **Registration staff on-boarding**   * Receive notification about a new email account creation. * Create Google suite security. * Create 2-step verification system form. * Check & review the form submission history on the log list. |  |
| USER’S HOD | * Check & view notifications on the notification page.   **Registration staff on-boarding**   * Review the approval of application access right request form. * Approve or decline the application access right request. * Check & review the approval forms history on the log list.   **App access right amendment**   * Create a request form for application access right amendment. * Check & review the request forms history on the log list.   **Staff off-boarding**   * Receive notification about a staff clearance form. * Receive notification about a completed clearance process. |  |
| USER | * Check & view notifications on the notification page.   **Registration staff on-boarding**   * Complete and submit the access use policy & the acceptance of security policy form. * Complete & submit the user acceptance form for 2-step verification system. * Complete & submit the user acceptance training form for application access right. * Check & review the completed forms history on the log list.   **App access right amendment**   * Receive notification about a new approval of the app access right amendment. * Complete & submit the user acceptance form for application access right amendment. * Check & review the completed forms history on the log list. |  |