

TASKS FOR DEVELOPERS ON NIWA OPTIMA

Overview

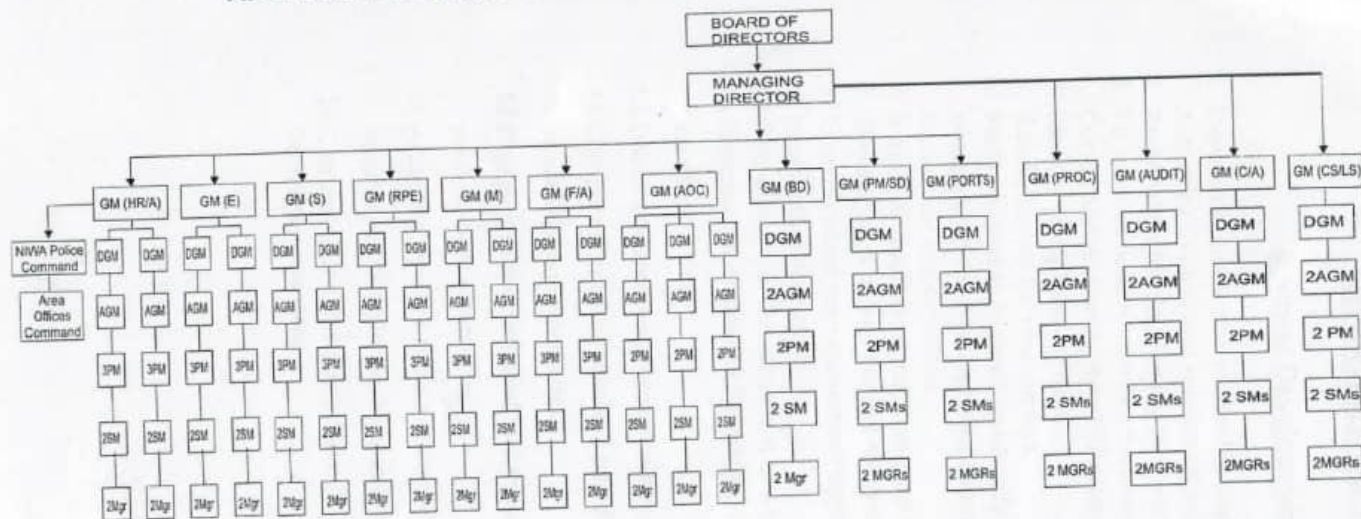
1. Create the users role to be in line with the organogram for each Department every other roles not listed in the organogram should be deleted from the system we can now later assign different permissions to them later as we get the updated information.
2. Let user role creation pages be properly categorized for easy accessibility
3. Let all approval flow for all processes in the other of the organogram
4. The documents uploaded from NIWA Express for each client should create a folder in the NIWA optima and document can be viewed by the person with the permission to attend to clients, The person can now share the attached documents through DMS on the NIWA Optima to relevant department to view and attend to it
5. In NIWA Optima, DMS should be structured in line with the organogram all documents created by Junior officers can be viewed by the preceding hierarchy.

NIWA Optima System - Role-Based Access Control Rules

Here are the rules for we should set to the entire NIWA Optima on a role-based style of management.

NIWA User Roles

NATIONAL INLAND WATERWAYS AUTHORITY ORGANOGRAM



NOTE:

GM (HR & A) -	General Manager (Human Resource & Administration)
GM (E) -	General Manager (Engineering)
GM (S) -	General Manager (Survey)
GM (RPE) -	General Manager (Research, Planning & Environment)
GM (M) -	General Manager (Marine)
GM (F/A) -	General Manager (Finance and Accounts)
GM (PM/SD) -	General Manager (Project Management/Special Duties)
GM (L/S) -	General Manager (Legal Services)
GM (C/A) -	General Manager (Corporate Affairs)
GM (Audit) -	General Manager (Audit)
GM (PMS) -	General Manager (Ports Management Services)
GM (AOC) -	General Manager (Area Office Coordinator)
GM (B/D) -	General Manager (Business Development)
GM (PROC) -	General Manager (Procurement)

GM	- General Manager (GM)	- GL. 17
DGM	- Deputy General Manager	- GL. 16
AGM	- Assistant General Manager	- GL. 15
PM	- Principal Manager	- GL. 14
SM	- Senior Manager	- GL. 13
Mgr	- Manager	- GL. 12

Document Access and Permissions

1. Document Creation/Folder:

All users can create documents within the system.

2. Document Sharing:

Junior Staff:

Can only share documents with their immediate superiors.

The system should identify immediate superiors based on a pre-defined organizational hierarchy.

General Manager:

Can share documents with any user in the system, including other departments, area offices, and management.

3. Document Assignment:

General Manager:

Can assign documents to any user within the organization, regardless of role.

The system should allow selection of users based on role (e.g., all staff in a specific department) or individual users.

4. Document Visibility:

Users can only view documents they have been explicitly shared with or assigned to.

The system should display a clear indication of document ownership and access levels.

Additional Considerations:

Security: Implement strong password policies and user authentication mechanisms.

Version Control: Maintain a history of document revisions with clear ownership of each version.

Audit Logs: Track document creation, modification, sharing, and access to ensure accountability.

Reporting: Generate reports to monitor document activity and identify potential security breaches.

User Interface: Design a user-friendly interface that clearly displays access permissions and facilitates document sharing based on roles.

Implementation:

NIWA OPTIMA should be configured to recognize user roles and assign permissions accordingly.

User groups should be created to simplify permission management for specific departments or Hierachy

Let's implement workflow automation to streamline document routing based on predefined rules.

Benefits:

Improved data security and compliance.

Increased efficiency through role-based access control.

Enhanced collaboration with controlled document sharing.

Clearer accountability for document ownership and actions.