

# PROJECT PLANNING PHASE

Date: 01-11-2025

Team ID: NM2025TMID01606

Project Name: Optimizing User Group and Role Management with Access Control and Workflows

## PURPOSE OF THE PLANNING PHASE:

The main purpose of the project planning phase is to create a detailed strategy for designing and implementing the system titled "Optimizing User Group and Role Management with Access Control and Workflows." This phase defines tasks, responsibilities, tools, and timelines to ensure an efficient and secure access control framework for managing user permissions and workflow automation.

## PROJECT OVERVIEW:

The project focuses on developing a comprehensive system to manage users, groups, and roles efficiently. It provides structured access control, ensures data security, and enables automated workflows for approvals and permissions. By integrating role-based access mechanisms and workflow automation, the system improves organizational governance, transparency, and efficiency.

## PROJECT GOAL

- Enhance Access Control: Implement fine-grained access control mechanisms ensuring secure user permissions.
- Automate Workflows: Streamline approval and role request processes using workflow automation tools.
- Improve Accountability: Maintain audit logs for every change in user group or role assignment.
- Integrate Systems: Enable interoperability with third-party authentication platforms (SSO, LDAP).
- Increase Operational Efficiency: Minimize manual administrative work through automation.
- Ensure Compliance: Meet security and data privacy standards with proper authorization controls.

## PROJECT DELIVERABLES:

- Role and Group Management Module – A system for creating and managing user groups and roles.
- Access Control Mechanism – Role-based permission assignment for secure data access.
- Workflow Automation System – Automated processes for role approvals and modifications.
- Audit and Reporting Tools – Dashboards to monitor user activities and access history.
- Integration Support – APIs for connecting with external authentication and authorization services.
- Training & Documentation – Comprehensive training materials and user manuals.
- Maintenance & Support Plan – Post-deployment support and performance monitoring.

## TEAM ROLES AND RESPONSIBILITIES:

ROLE	RESPONSIBILITY
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Team Leader	Oversee project execution and task assignment.
Developer	Implement system modules for role management and workflows.
Tester	Conduct testing and verify functionality of workflows and access control.
Documentation Lead	Prepare project documentation and final reports.

## RESOURCES NEEDED:

Platform	ServiceNow Developer Instance or equivalent platform.
Tools	Flow Designer, Access Control Lists (ACL), Reports & Dashboards.
Hardware	Laptop or desktop with a stable Internet connection.
Software	Any modern web browser (Chrome/Edge).
Team Members	3–5 students.

### CONCLUSION:

This project plan outlines the strategy to successfully design and implement the “Optimizing User Group and Role Management with Access Control and Workflows” system. Through efficient task allocation, automation, and secure design principles, the team aims to deliver a scalable and robust solution for managing user access and workflows within an organization.