

# User Assignment Report: Project Team Group

## 1. Objective :

The objective of this task was to populate the newly created **project team** group by assigning individual user profiles as active members. This ensures that group-level permissions and roles are correctly inherited by the designated users.

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## 2. Configuration Steps Followed :

The assignment process was completed using the following administrative workflow within ServiceNow:

- **Group Navigation:** Accessed the system and navigated to **All > System Security > Groups**.
  - **Record Selection:** Opened the specific group record named **project team**.
  - **Member Management:** Navigated to the **Group Members** related list at the bottom of the group form.
  - **Editing List:** Clicked the **Edit...** button to open the slushbucket interface for member selection.
  - **User Selection:** Filtered and selected **alice p** and **bob p** from the collection of available users.
  - **Finalization:** Moved the users to the "Group Members List" and clicked **Save**.
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## 3. Assignment Details :

The following users have been successfully linked to the group:

User Name	Status in Group	Assignment Date
alice p	Active Member	2026-02-14
bob p	Active Member	2026-02-14

#### 4. Verification and Summary :

- **Confirmation:** The **Group Members** tab for the "project team" now correctly displays a count of **(2)**.
- **Inheritance:** Any roles currently assigned to the "project team" group (such as *project member* or *team member*) are now automatically inherited by Alice and Bob.
- **Project Readiness:** The users are now fully integrated into the project's security structure and are ready to begin tasks within the platform.

The screenshot shows the ServiceNow interface for creating a new group named "project team". The group has two members: "alice p" and "Bob p".

**Group - project team**

Name	Manager	Description	Group email	Parent
project team				

**Group Members (2)**

User
alice p
Bob p