# Group Creation Report: Project Team

**1. Objective :**

The objective of this task was to establish a functional group within the ServiceNow platform to streamline user management and prepare for role-based access control.

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**2. Configuration Steps Followed :**

To create the group, the following administrative workflow was executed:

- **System Navigation**: Accessed the ServiceNow instance and navigated to **All**.

- **Module Selection**: Searched for "groups" and selected **Groups** under the **System Security** header.

- **Record Initialization**: Clicked the **New** button to open a blank group form.

- **Data Entry**: Entered the specific group details into the required fields.

- **Finalization**: Clicked **Submit** to save the record to the system database.

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**3. Group Profile Details :**

The following group has been successfully initialized in the system:

- **Group Name**: project team.

- **Manager**: Currently unassigned (field left blank).

- **Description**: Initialized for the current project phase.

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**4. Status and Verification :**

- **Record Confirmation**: The group "project team" is now active and visible in the group list.

- **Readiness**: The group container is ready for the next steps, including adding members and assigning specific system roles.

‹   ☰   Group
project team                                                                   📎 ≡ ⋯  Update  Delete  ↑ ↓

| Name | project team | | | Group email | | ✉ |
| Manager | | 🔍 | | Parent | | 🔍 |
| Description | | | | | | |

Update  Delete

Roles | Group Members (2) | Groups

☰  ▽  | User ▾ | Search                                              ⚙ —  Actions on selected rows... ▾  New  Edit...

Group = project team

| ☐ 🔍 | User |
|------|------|
| | alice p |
| | Bob p |

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