Role Base Checklist

1. Setup agency functional managers working group meeting
2. Review Role Base Security Access Frequently Asked Questions with Functional Managers/Agency RBA Team
3. Review existing agency accesses to all applications
4. Identify application capabilities/access privileges or processes no longer required.
5. During the work group sessions, do the following:
   Identify required NFC applications and processes.
   Identify application capability required within each applications.
   Note: Use AD3100P Form.
   Identify scope of authority such as the level of data required (ORG, POI, Contact Points, etc.)
6. Create a excel document that outlines the agency business roles.
7. Create a excel document that outlines the agency user names, agency userids, and assigned business role.
8. Identify agency personnel that will validate each role.
   Recommendation: Select experience personnel that can maximize validating the business role using production work There should be a minimum of two business role validators/testers per business role.
9. Verify appropriate security clearance are held by users possessing sensitive data within the applications
10. Create an Agency RBA library of business roles to be referenced for the implementation.