

User functionality matrix – ONBOARDING & TRAINING.

	User Types (privileges)			Process Stakeholders		Group Stakeholders		Onboarding and Training Stakeholders				
	User	Business Analyst	Promaster	Process Owner	Process Expert	Process Group Champion	Process Group Editor	O&T Admin	Training / Competency Owner	Training / Competency Supervisor	Onboarding Owner	Trainee / New starter
Training Unit Editing Rights (also relates to Competency Units)												
Create training unit			•					•				
Bulk import training units			•					•				
Import training history			•					•				
Edit training unit (access to edit tab)			•					•	•			
View training unit			•					•	•	•	•	•
Delete training unit			•					•	•			
Schedule training and assign a supervisor (access to trainees tab)			•					•	•	•		
Reschedule scheduled training (access to trainees tab)			•					•	•	•		
Reassign scheduled training (access to trainees tab)			•					•	•	•		
Cancel scheduled training (and delete trainee from training) (access to trainees tab)			•					•	•	•		
Delete trainee from training (can only be done if training has been scheduled – must do this by cancelling scheduled training)			•					•	•	•		

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Onboarding Editing Rights												
Create new onboarding plan for new starter	•	•	•	•	•	•	•	•	•	•	•	•
Edit onboarding plan for a new starter (access to edit tab)			•					•			•	
View progress of onboarding plan for a new starter (access to view onboarding plan)			•					•			•	•
Create an onboarding plan template for a role			•					•				
Process Acknowledgment Editing Rights												
Turn on/off all processes for acknowledgment (via Admin -> Training)			•					•				
Turn on individual processes for acknowledgement (via Processes I own)			•	•	•			•				
Other Admin Rights												
Add O&T Administrator (via Admin -> Training)			•									
Enable competencies and edit competencies (via Admin -> Training)			•									
Add and edit training tags (via Admin -> Tags)		•	•					•				
Add and edit team and location tags (via Admin -> Tags)		•	•					•				
Assign team and location tags to users (via Admin -> Users)			•									
Run O&T reports (via Admin -> Reports)		•	•			•		•				