

Ellipse Access Review

Position	People
Project Sponsor	Jeff Sells
Project Manager	Mark Nold
Customers / Users	Melbourne Ellipse Support, HRIS, All Ellipse users at Melbourne, Adelaide, Jakarta, Golden Grove, Prominent Hill.
Project Team	Eric Sidharta, Wei Su, Edyson, Louise Lock, Shira Johnson, Francisco Auque, Warren Glur, Chris Nugent, Cornelio De Paula, Madeleine Hendriksen, Philip Whitely, Wayne McCrory, Maureen Jones, Brooke Alexander, Ruby Grospe

Change affecting all users Sunday 27th

This weekend (Sunday 27th April 2008) we will be changing all the current 500+ user's access to Ellipse. This will result in less access in some cases, and others more access. This change will have many effects (see the sidebar →) on all users. Since this is such a major change we have put in place specific "Transitional Support" (see the end of this document) until Tuesday 6th of May.

This project started last year when it was identified that there were several Ellipse related security issues at Oxiana. The issues were a combination of users having too little access and in some cases, too much access. The obvious problem with this situation is that users could have access to inappropriate information or approvals. Several of our Ellipse profiles had high risk segregation of duties issues which could enable fraud.

Another issue is the proliferation of "Secondary Positions". These secondaries mean users need to jump in and out of several positions in Ellipse to complete their jobs. Some users currently have up to five different secondaries.

This weekend (Sunday 27th April 2008) we will implement many of the changes that have been defined and tested from the Ellipse Access Review project. This change will affect all Ellipse users.

Some of the specifics of how this will affect each area are listed in the sidebar →

Department	Effect
All Users	<p>Remove the need for many secondary positions. These will be reviewed and deleted as appropriate.</p> <p>There will be no access to systems configuration files for any users except Systems Administration.</p> <p>Non maintenance users will no longer have access to create or modify Work Orders. Work Requests can now be created. This is part of the Maintenance Improvement Project.</p> <p>Ellipse consultants and Trainers will no longer have systems administration abilities in Production. They will however have this ability in TEST, DEV and TRAIN environments.</p>
Shared Services	<p>All Supplier modifications (esp. Bank Accounts) will have to be approved by the Shared Services Controller. The Systems Accountant will provide a backup to this position. Either of these roles may not have access to modifying AP invoices or suppliers.</p>
Supply	<p>Supply will no longer have the rarely used unlimited PO Authorisations. Please note that this was managed very well in the past with only 1 in 1000 PO's authorised this way. However it is a security hole, and is often used by mistake rather than by intent.</p> <p>Supply's profiles also match the completed Business Process definitions.</p>
Maintenance	<p>Maintenance will be the sole modifiers and assigners of Work Orders.</p> <p>The Maintenance Planner role has been further defined as the owner of data for Work Groups, Scheduling and the Equipment Register.</p> <p>The system will generate all Work Order numbers for all users.</p>
Finance	<p>Finance Profiles have been simplified with one profile for Business Analysts and one for Management Accountants.</p> <p>The major difference is that Journals can be created by the Man. Accountants but not the BAs.</p>
HRIS	<p>HRIS will be solely responsible for remuneration, and will be jointly responsible for Maintaining the profiles and monitoring Segregation of Duties conflicts.</p>
Ellipse Support	<p>Maintenance of the Global Profiles, documentation and any required changes going forward.</p> <p>Rationalisation of service style logins. These will be handled by specific globals on a service by service basis.</p> <p>Many security and segregation of duties issues have been solved and secured.</p>



To make this change we will need to take the system offline from Sunday 4PM (AEST) which is 2PM Golden Grove and Jakarta time. It will become available 6AM (AEST) on Monday (28th) morning.

After the system has been released and all users notified you will be able to log in to Ellipse with your normal login and password. We expect that you should be able to go about your normal Ellipse tasks on Monday with few problems.

However, since we can't possibly test for everything we will be focusing on security support for the following week until the end of the Month End processing period (6th May). During this time if you experience any problems you should contact myself directly either at Level 8 (near Andrew Fisher's office) or via email (mark.nold@oxiana.com.au) or via my mobile +61 41 999 9999.

If you experience any problems possibly relating to security, please contact me directly and I will deal with the issue from there. This isn't part of our usual ITSupport process and will only be in place until the 6th, after that if you could please log your issues with ITSupport.

Transition Support Mon 28th April – 6th May 2008

From Monday 28th April till the 6th of May 2008 Mark Nold will be the first point of contact for any suspected Ellipse security issues.

Any Ellipse problems with:

LOGIN LOCKED

PASSWORDS

NOT AUTHORISED

NO ACCESS

NOT AVAILABLE

MENU ITEMS MISSING

should be directed to Mark during this time. If you have any Ellipse issues and you suspect they are security related please contact Mark during this time.

Email: mark.nold@oxiana.com.au

Phone: +61 41 999 9999

Any issues will be dealt with immediately and logged, or if they aren't security related you will be redirected to ITSupport.