DESIGN DECISION GUIDE – SECURITY

[Date]

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CORE DESIGN SESSION: SECURITY

DESCRIPTION

This Core Design Session will assist you in understanding Workday Security and will provide questions, exercises and examples to help drive your Security Role and Assignment decisions.   Either your Solution Architect or Principal Consultant will work with you to ensure the content is clear and to answer specific questions you may have pertaining to your deployment.

We will have time at the end of the session for Q&A – please feel free to ask questions. If your session is virtual, please ask your question live or via the chat window.

Our goal is to identify as many roles as possible, and decide on their structure today. We understand we will not resolve all action items today, so we will be scheduling future sessions that will be more workstream specific.

PREREQUISITES

Before we proceed with the Security Overview, you must have attended the Organizations Overview and discussed your Supervisory Organization Structure and your Location Structure in Workday.

GOALS & OBJECTIVES

The goal of this session is to provide you with detail on Workday Security so that you can:

- Determine if your Assignable Roles will be assigned on your Supervisory Organization Structure or your Location Hierarchy Structure – "WHO" does the role member support;
- Identify your Assignable Roles and determine whether Workday Delivered Roles can be used;
- Identify your Role Based Security Groups and lay the foundation for determining "WHAT" they can see and do with regard to the workers they support;
- Identify your User Based Security Groups and determine whether Workday Delivered Groups can be used

AGENDA

- Conceptual Overview: Workday Configurable Security
- Presentation/Demonstrations: Workday Configurable Security
- Conceptual Overview: Assignable Role Assignments
- Presentation/Demonstrations: Assignable Role Assignments
- Conceptual Overview: Common Security Groups and Access Rights
- Presentation/Demonstrations: Common Security Groups and Access Rights
- Conceptual Overview: Advanced Security Groups
- Review of Decision Guide, decision points, and follow-on activities
- Q & A

CONCEPTUAL OVERVIEW – WORKDAY SECURITY

OVERVIEW

Workday offers a configurable security framework. In this architecture, Workday has grouped parts of the Workday system into Functional Areas. These functional areas contain Domains and Business Processes. Domains are predefined by Workday and cannot be modified by customers. Workday provides customers the ability to specify security policies that govern permissions for the content of a domain. A domain security policy grants a group of users access to the securable items contained in the domain.

A **Business process security policy** controls permissions for:

- Initiating a process
- Action steps in a process
- Approvals
- Overall actions on the process: view, rescind, cancel, and correct
- Policy restrictions, such as delegation, comments, and attachments

A **functional area** is a collection of related securable items (actions, reports, report data source or custom report fields). Workday has preset the securable items within each domain. The items are grouped into collections for which it makes sense that users have the same permissions.

Domains are collections of related securable items (actions, reports, report data sources or custom report fields, worklets, integration templates, and background processes). Workday has preset the securable items within each domain. The items are grouped into collections for which it makes sense that users have the same permissions.

Domain security policies define what security groups have access to securable items and whether they have view or view and modify access. For integrations, the access is get or get and put. You determine security groups' access to each domain security policy.

Business process security policies contain such securable items as initiation steps, step actions, and actions on the process as a whole: view, approve, rescind, cancel, and correct. (Also included are policy restrictions, such as such as delegation, comments, and attachments.)

As you modify your security policies to add or remove security groups or enable or disable policies and functional areas, Workday keeps track of the date and time of each change. Workday security evaluates the security configuration as of a timestamp, ignoring any security changes made after that date and time. As you make changes, Workday saves them as inactive, pending changes until you activate them. When you activate them, Workday records the time stamp of that moment. If you later discover a problem with your security configuration that you cannot fix quickly, you can activate a previous timestamp, while you make the changes needed to fix the configuration.

A security group is a collection of system users. Users can either be grouped explicitly (user-based security group) or by deriving group membership from other relevant information about the user. The types of security groups are:

- **User-Based Security Group**
- **Role-Based Security Group (Constrained)**
- *Role-Based Security Group (Unconstrained)*
- Job-Based Security Group
- *Integration System Security Group (Constrained)*
- *Integration System Security Group (Unconstrained)*
- *Organization Membership Security Group*
- Location Membership Security Group
- *Intersection Security Group*
- Aggregation Security Group
- Segment-Based Security Group
- Level-Based Security Group

Role Based Security Groups are tied to Roles on Supervisory Organizations or Location Hierarchies which determines who supports whom in your organization.

For the purposes of today's presentation, we will focus on the two security groups in bold, and will discuss the others at a high level. A deeper dive into the others will occur at a later time in your implementation.

DECISION GUIDE & DESIGN DECISION DOCUMENTATION

PURPOSE & REQUIRED ACTION

The Decision Guide and Design Decisions Documentation section is designed to assist you and your deployment team in making decisions around which Assignable Role Assignment model to employ, and which Security Groups will be used in your security structure. We will also begin inquiring about your internal Security Auditing Requirements within this Design Decision Guide to better understand your reporting requirements from an audit perspective. Additionally, you will capture the decisions made during the Workday core design workshops.

You will walk through these questions with your Project Team. A consolidated version of this document will be used to document decisions. Please provide thorough answers to these questions, as the information you provide will be used to assist you in completing the design of your Security Model in Workday.

It is required that you have a working understanding of how YOUR Assignable Role Assignment Model will be defined before you can move to Business Process Design.

REVIEW: Assignable Role assignments determine who supports whom (who can I see) in Workday.

Considerations

CONFIGURATION

This is a high-level review of the configuration requirements for Assignable Roles and Assignments. Note any design decisions or comments in the table below.

ROLE ASSIGNMENT MODEL - Configuration
Do you have multiple levels of HR Support? Can they all be referred to as "HR Partner" from a role perspective, or does each have a different level of access to employee data or perform only very specific HR related tasks? Example: maybe you have a role that performs more administrative tasks, but that role might not necessarily be involved in the approval of a compensation change.
How are your HR Partners structured? Are they centralized or decentralized? If they are in the same Supervisory Organization, who will perform the HR Partner role for that organization/group of workers?
Exercise: Choose a subset of your Supervisory Organizations and list all of the members (workers) in those Organizations. Are all of the workers in a given Supervisory Organization supported by the same HR professional? Benefits professional? Compensation professional? Etc. If not, let's try another exercise: Choose a subset of your Locations and list all of their members (workers). Are all of the workers in a Location supported by the same HR professional? Benefits professional? Compensation professional? Etc. • Can we safely say that multiple Locations are supported by the same group of professionals? i.e. Members of the work locations Dallas, Houston, and Austin (Texas Location Hierarchy) are supported by the same HR, Benefits and Compensation professionals. Do you have outliers in either exercise? If so, please explain here or attach some supporting documentation. Which scenario seems to fit your business best? Supervisory Assignable Role Assignments or Location Hierarchy Assignable Role Assignments?

ROLE ASSIGNMENT MODEL - Configuration

Would you consider changing the name of your current Roles, if an equivalent was delivered by Workday? i.e. HR Partner is delivered in Workday and maybe today you refer to your HR Professionals as “HR Generalist”. The role name is visible to everyone in the system.

Is the data of your Contingent Worker population managed by the same groups of people that manage your employee data? If so, can it be assumed that the CW administrators should not be able to see the data of regular employees that might sit in the same supervisory organization as the contingent workers?

You should now understand how Assignable Roles can be associated with either Supervisory Organizations or Location Hierarchies in Workday. Now let’s walk through some exercises to aid you in determining how your organization’s role assignments will be modeled.

A. **Mapping Exercise:** Please enter the roles you have today (name you use to refer to the user or group of users performing the related tasks) in association with the definition you feel most closely represents them. If you do not have an equivalent role, please note n/a. If you do not see one of your roles listed here, please insert. **Note: this is an abbreviated list of Roles available in Workday. This exercise is to get you started down the path of identifying roles needed.

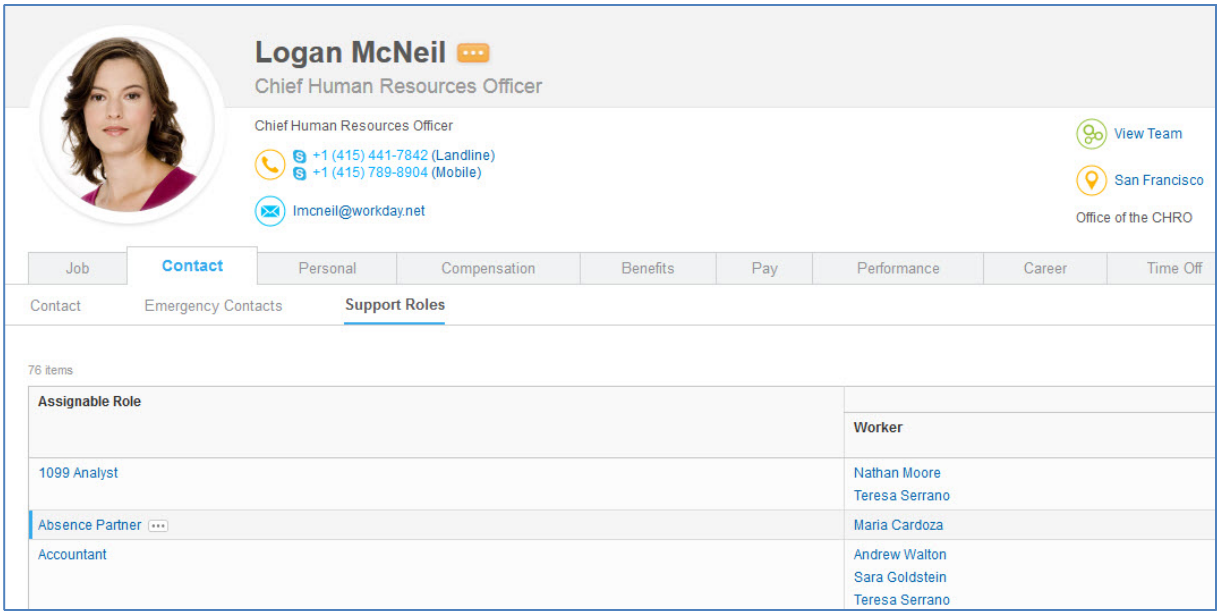
Workday Delivered Role	**Workday Role Description**	**Customer Role Equivalent**	**Assign to Which Org Structure?**
Manager	Perform actions on members of assigned supervisory organizations. Examples include hiring employees or contingent workers, compensation changes, job changes, performance reviews, creating positions, stock grants, staffing, recruiting, leaves, and time off. Approval authority for HCM, expense, and procurement business processes.		*N/A*
HR Partner	Perform HR management functions for assigned organizations. Examples include creating and approving new positions, job assignments, and managing the job profile framework. Approval authority for HCM business processes.		*Location Hierarchy or Supervisory Org?*

ROLE ASSIGNMENT MODEL - Configuration

	** Do you have multiple levels of HR Support? Can they all be referred to as "HR Partner" from a role perspective, or does each have a different level of access to employee data or perform only very specific HR related tasks?*		
Compensation Partner	Perform compensation management tasks for assigned organizations. Examples include approving worker compensation plans, packages, and salary ranges. Approval authority for compensation and staffing business processes.		
Recruiter	Create, qualify, and evaluate applicants for jobs and positions for assigned organizations. Hire contingent workers and employees, and perform transfers, promotions, and demotions. Approval authority for staffing business processes.		
Absence Partner	Perform absence management tasks for assigned organizations. Examples include adjusting accruals and time off, and viewing employees on leave. Approval authority for time off and leave business processes.		
Benefits Partner	Perform benefits management tasks for assigned organizations. Examples include granting or revoking benefit eligibility, initiating open enrollment, and viewing employees on leave. Approval authority for benefits, personal data, and staffing business processes.		
Payroll Partner	Perform payroll review functions for assigned organizations. Examples include setup data for positions, new hires, transfers, and terminations. Approval authority for payroll business processes.		
Payroll Interface Partner	Perform payroll interface review functions for assigned organizations. Examples include setup data for positions, new hires, transfers, and terminations. Approval authority for payroll interface business processes.		

Workers will have access to the Supervisory Organization and Location they belong to, and can see the Role Assignments on those organizations, but would you prefer they also had one page available to them that listed all of their Support Roles in one space?

ROLE ASSIGNMENT MODEL - Configuration



Logan McNeil

Chief Human Resources Officer

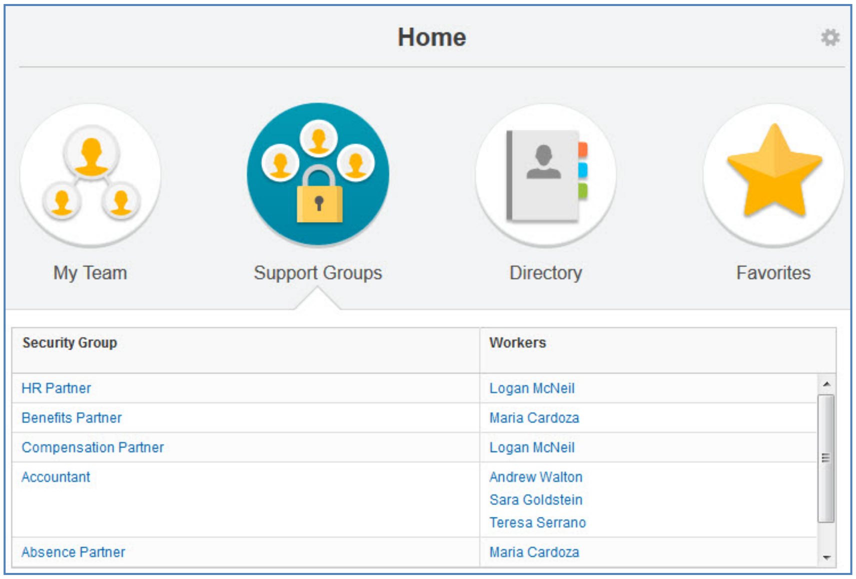
Chief Human Resources Officer

+1 (415) 441-7842 (Landline)
+1 (415) 789-8904 (Mobile)

lmcneil@workday.net

76 items

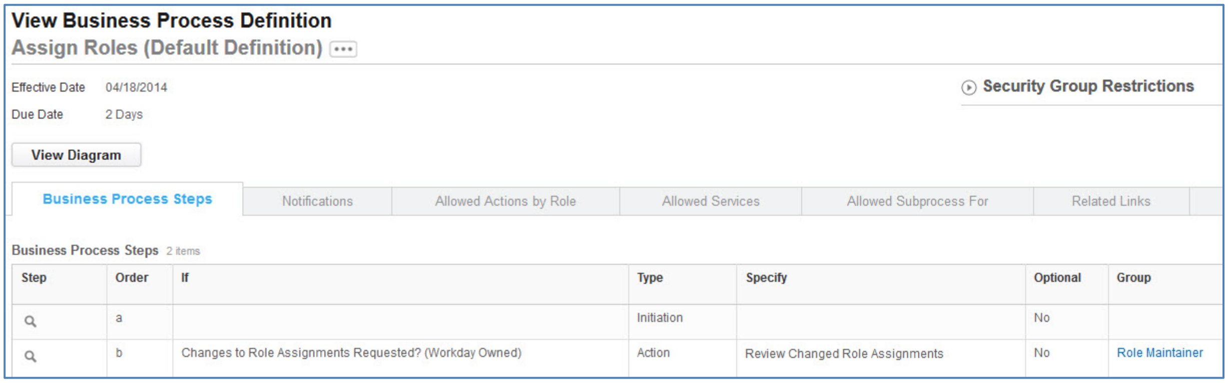
Assignable Role	Worker
1099 Analyst	Nathan Moore Teresa Serrano
Absence Partner	Maria Cardoza
Accountant	Andrew Walton Sara Goldstein Teresa Serrano



Security Group	Workers
HR Partner	Logan McNeil
Benefits Partner	Maria Cardoza
Compensation Partner	Logan McNeil
Accountant	Andrew Walton Sara Goldstein Teresa Serrano
Absence Partner	Maria Cardoza

Typically, Role Assignments are done by a Security Administrator (user based security group). Role Assignments might occur during business processes where a worker is vacating a position that is currently associated to a role. Who do you foresee completing this type of task in your organization?

ROLE ASSIGNMENT MODEL - Configuration



View Business Process Definition

Assign Roles (Default Definition)

Effective Date 04/18/2014

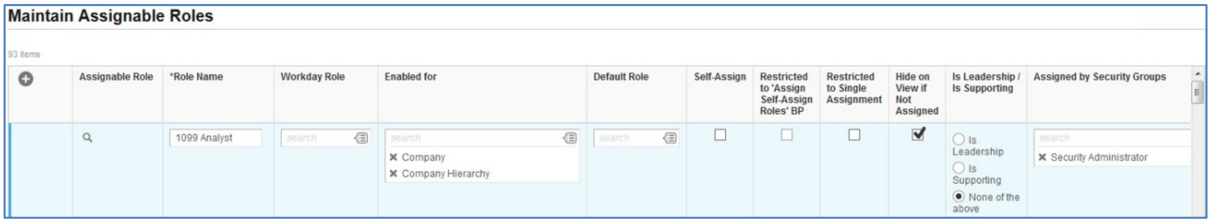
Due Date 2 Days

Security Group Restrictions

View Diagram

Business Process Steps 2 items

Step	Order	If	Type	Specify	Optional	Group
🔍	a		Initiation		No	
🔍	b	Changes to Role Assignments Requested? (Workday Owned)	Action	Review Changed Role Assignments	No	Role Maintainer



Maintain Assignable Roles

93 items

⊕	Assignable Role	*Role Name	Workday Role	Enabled for	Default Role	Self-Assign	Restricted to 'Assign Self-Assign Roles' BP	Restricted to Single Assignment	Hide on View if Not Assigned	Is Leadership / Is Supporting	Assigned by Security Groups
	🔍	1099 Analyst	search	search ✕ Company ✕ Company Hierarchy	search	□	□	□	☑	○ Is Leadership ○ Is Supporting ● None of the above	search ✕ Security Administrator

CROSS-PRODUCT IMPACT

The structure of the Role Assignments on the Supervisory Organization or Location Hierarchy is what drives security and routing across all product lines.

ROLE ASSIGNMENT MODEL – Cross-product Impact
Compensation: When running an annual event like a merit process, do ALL managers participate and recommend increases for their employees? Or, do you designate managers at a certain level or in some other way for these types of events?
Benefits: Is your Benefits Support Model clearly based on Supervisory Organization or Location?
Absence: Is your Time Off and Leave Support Model clearly based on Supervisory Organization or Location?

ROLE ASSIGNMENT MODEL – Cross-product Impact
Employee Self Service (and Contingent Worker Self Service): The Assignable Role Assignment model you choose will determine who the system routes transactions submitted by Employees and Contingent Workers to, such as a Marital Status Change or an Address Change. When you think about how your HR Partners are assigned or how your Benefits Partners are assigned, keep routing in mind. An example of this would be an Employee in Supervisory Organization "Information Technology" submits a Marital Status Change. If you use a Supervisory Assignable Role Assignment Model, the system will look at the employee's Supervisory Organization and find the Benefits Partner assigned to that Supervisory Organization and route the Marital Status Change Approval to that Benefits Partner or Partners. Likewise, if you use a Location Hierarchy Role Assignment Model, the system will look at the employee's Location (and derived Location Hierarchy) to find the Benefits Partner assigned to that Location Organization and route the Marital Status Change Approval to that Benefits Partner or Partners.
Manager Self Service: Managers will always be assigned on Supervisory Organizations; however for other roles, the Assignable Role Assignment model you choose will determine how the system routes transactions submitted by Managers, such as a Compensation Change that routes to a Compensation Partner or a Promotion that routes to an HR Partner. When you think about how your HR Partners are assigned or how your Compensation Partners are assigned, keep routing in mind. An example of this would be the Manager of Supervisory Organization "Information Technology" submits a Compensation Change Request for one of his/her direct reports. If you use a Supervisory Assignable Role Assignment Model, the system will look at the employee's (being transacted on) Supervisory Organization and find the Compensation Partner assigned to that Supervisory Organization and route the Compensation Change Approval to that Compensation Partner or Partners. Likewise, if you use a Location Hierarchy Assignable Role Assignment Model, the system will look at the employee's (being transacted on) Location (and derived Location Hierarchy) to find the Compensation Partner assigned to that Location Organization and route the Compensation Change Approval to that Compensation Partner or Partners.
Talent: Which roles are involved in your Annual Performance Review process? What sort of visibility should Managers have into worker talent organization wide?

GLOBAL IMPACT

If your organization is global, have you considered the following?

ROLE ASSIGNMENT MODEL – Global Impact

ROLE ASSIGNMENT MODEL – Global Impact
Do your global workers report to managers outside the country in which they live and or work? If so, who should initiate or approve staffing transactions? Is it the manager to whom they report? Or, is it an alternate manager within their country?

REPORTING IMPACT

ROLE ASSIGNMENT MODEL – **Reporting Impact**
What type of reporting, if any do you perform today to determine who supports whom in your Organization?
What type of Reporting, if any, does your internal (or external) audit team need with regard to role members on an Organization? Do they need metrics such as who was assigned, on what date? Which user assigned them and what access to worker data did they have while assigned, etc.

UPDATE IMPACT

Is this feature subject to change in the next two Updates or, have you identified enhancement requests?

ROLE ASSIGNMENT MODEL – Update Impact
Work with your consultant to ensure that you understand any known/planned enhancements to Workday Security that will occur during your deployment period. If there are, identify a plan to address those enhancements to limit any re-work that might be needed.
If you have submitted or identified any enhancement requests, note those here.

DECISION GUIDE: SECURITY GROUPS AND ACCESS RIGHTS

REVIEW: Security Groups and their relationship with Domain and Business Process Security Policies determine WHAT I can see about the workers I support.

Role-Based Security Groups, in association with Assignable Roles, grant access to certain ‘rows’ of workers within the organization structure. They are groupings of users based on Assignable Role.

User-Based Security Groups are used to grant access to set up and maintenance tasks and reports. They are assigned directly to a user or users with no relationship (context) to an organization.

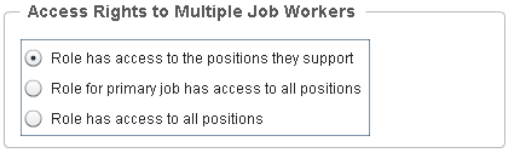
Domain Security Policies are groupings of tasks and reports by functional area.

A Business Process Security Policy is available for each business process delivered in Workday. They allow you to determine which security groups have the ability to initiate, approve, cancel, etc. each business process.

Considerations

CONFIGURATION

This is a high-level review of the configuration requirements for security groups. Note any design decisions or comments in the table below.

ROLE ASSIGNMENT MODEL - Configuration
Workday delivers a Role Based Security Group called Management Chain that represents the managers in a chain of supervisory organizations. The access right for this group is “Current and All Subordinates”. For example, if a Compensation Change is submitted on behalf of a worker, and the approval is set to go through the “Management Chain” in Workday, each manager in the superior organizations above the worker being transacted on will be invited to approve the Compensation Change. That approval could potentially go to every manager above the worker all the way to the top of the structure. Can you think of any other groups in your organization that would need to function that way? Or any other groups that might need to be an Approval Chain in workflow?
If you have workers with multiple jobs in different supervisory organizations, do you allow both managers to initiate compensation changes for the respective position they support? Or is it your preference that the ‘primary’ manager initiates those types of transactions for either position?  Access Rights to Multiple Job Workers ● Role has access to the positions they support ○ Role for primary job has access to all positions ○ Role has access to all positions

ROLE ASSIGNMENT MODEL - Configuration

User-Based Security Groups Mapping Exercise: Please enter the user groups you have today (name you use to refer to the user or group of users performing the related tasks) in association with the definition you feel most closely represents them. If you do not have an equivalent group, please note n/a. If you do not see one of your groups listed here, please insert. **Note: this is an abbreviated list of delivered Workday Groups. This exercise is to get you started down the path of identifying groups you will need.

Workday Delivered User-Based Security Group	**Area**	**Workday Description**	**Customer Equivalent**
HR Administrator	HCM	Create, maintain, view, and report on all HR operational data regardless of organization. Examples include compensation, compliance, hires, job changes, organizational assignments, performance reviews, personal data, positions, recruiting, staffing, and time off. Approval authority for HCM business processes.	
Compensation Administrator	HCM	Create all the compensation setup data regardless of organization. Examples include grades, pay structures, elements, programs, plans, and rules. Approval authority for compensation and staffing business processes.	
Job and Position Administrator	HCM	Create and maintain all job and position setup components regardless of organization. Examples include job profiles, job groups, and job families. No approval authority.	
Retiree Administrator	HCM	Create retiree organizations. Once created, these organizations are maintained by Organization Owner and Alternate Owner. Approval authority for retiree business processes.	
Union Administrator	HCM	Create and maintain all union setup data regardless of organization. Examples include union definitions and membership. Approval authority for union business processes.	
Benefits Administrator	BEN	Create and maintain all benefits setup data regardless of organization. Examples include benefits plans, programs, providers, eligibility rules, and validations rules. Approval authority for benefits, personal data, and staffing business processes.	

ROLE ASSIGNMENT MODEL - Configuration			
Payroll Administrator	PAY	Create and maintain all payroll setup data regardless of organization. Examples include earnings, deductions, pay groups, pay periods, payroll entities, and payroll calendars. Approval authority for payroll business processes.	
Organization Administrator	ORG	Create and maintain all organization setup data. Examples include organization types, organization subtypes, business sites, and membership rules. Approval authority for organization business processes.	
Absence Administrator	ABS	Create and maintain all absence setup data regardless of organization. Examples include time off types, leave types, and leave families. Approval authority for time off and leave business processes.	

CROSS-PRODUCT IMPACT

Each Security Group in Workday is associated with different security policies in different functional areas.

ROLE ASSIGNMENT MODEL – Cross-product Impact
Compensation: Do you segment the maintenance and visibility of your compensation components, such as Grades and Plans? i.e. do you have a compensation administrator for USA and a different administrator for China? If so, please explain in detail the breakdown this access.
Talent: Do you allow workers to see the Talent information of other workers based on Compensation Grade? For example, can Executives in Compensation Grade 1 and 2 see the Talent and Performance information of workers in Compensation Grades below them? If so, please explain in detail the breakdown this access.
Benefits: For your implementation, are there groups of employees that will NOT be participating in Workday Benefits? i.e. Employees in Mexico will not be using Workday's benefits feature? If so, please explain in detail here.
Absence: For your implementation, are there groups of employees that will NOT be participating in Workday Time Off and Leave self-service? i.e. Employees in China will not be requesting Time Off in Workday? If so, please explain in detail here.

ROLE ASSIGNMENT MODEL – Cross-product Impact
Payroll: Do you segment the visibility of certain pay components in Payroll Results? i.e. a Benefits Administrator might be able to see payroll results for workers, but maybe you only want them to view certain deductions (medical, dental, vision), or maybe you only want Managers to see OT Cost. If so, please explain in detail the breakdown this access.
Business Processes: Do you segment the maintenance and visibility of your business processes? i.e. is it your preference that you have one Business Process administrator/owner for HCM, one for Benefits, etc.? If so, please explain in detail the breakdown this access.
Expenses: Are there certain expense items that only executives should be using? Do you have any segmentation on the visibility and usage of certain expense types? If so, please explain in detail the breakdown this access. Do all employees have the ability to submit expense reports? Are there some employees that delegate the initiation of their expense reports to someone else? If so, please explain.

GLOBAL IMPACT

If your organization is global, have you considered the following?

ROLE ASSIGNMENT MODEL – Global Impact
Begin to think about the functionality you are planning to deploy and determine if all pieces of that functionality will be available to the workers in all countries/locations… or if we will need to consider some security configuration to limit the visibility of some workers based on country/location for certain events. Please list here the countries in which you are planning to deploy and whether or not there are pieces of functionality some will not be deploying.

REPORTING IMPACT

ROLE ASSIGNMENT MODEL – Reporting Impact
Do you track changes to your Security Configuration for auditing purposes? What types of reporting requirements do you have around Security Configuration, changes made, user groups granted, etc.? Please list any internal/external audit reporting requirements your organization has with respect to Security.

UPDATE IMPACT

Is this feature subject to change in the next two Updates or, have you identified enhancement requests?

ROLE ASSIGNMENT MODEL – Update Impact
Work with your consultant to ensure that you understand any known/planned enhancements to Security Groups that will occur during your deployment period. If there are, identify a plan to address those enhancements to limit any re-work that might be needed.
If you have submitted or identified any enhancement requests, note those here.

DECISION GUIDE: SERVICE CENTER SECURITY

REVIEW: Workday enables you to grant third-party Service Centers access to Workday to perform support tasks that are within the contract between the Service Center and the customer. Workday grants Service Center representatives limited access to Workday in order to support specific organizations only. Service Center representatives belong to non-worker internal security groups only; they do not appear as workers and are not authorized to do their own self-service tasks, but may be authorized to do so according to the security policies targeted to Service Center representatives.

To support this functionality, Workday provides two new Security Group types: Service Center Security Group (Constrained) and Service Center Security Group (Unconstrained).

Considerations

CONFIGURATION

This is a high-level review of the configuration requirements for service center security. Note any design decisions or comments in the table below.

SERVICE CENTER SECURITY - Configuration
Does your organization use a Third-party service center to manage Employee and Contingent Worker data? Some organizations MUST store their service center users as employees/contingent workers in order to feed down-stream systems to allow access to the network. Is that the case in your organization?

SERVICE CENTER SECURITY - Configuration
If that is not the case, then let’s discuss the breakdown of your service center groups: How many service center vendors do you have a relationship with that should be accessing your workers’ data? Do they all have access to perform the same tasks?
You will need a Legal Name and Contact Information for each service center representative. Is that data readily available for conversion?
Who will administer the service center user accounts?
Can you generally identify, at this time, which areas of the system the service center users should be able to view and/or modify? If not, this is fine… we can include this topic in a more detailed workstream discussion.

CROSS-PRODUCT IMPACT

Each Security Group in Workday is associated with different security policies in different functional areas.

SERVICE CENTER SECURITY – Cross-product Impact
Organizations: Are your service centers segmented in the population they manage? i.e. do you have a Hewitt Group that manages USA, one for Canada, etc.? or maybe you have one that is USA and CAN HR vs. USA and CAN Payroll?

SERVICE CENTER SECURITY – Cross-product Impact
Business Processes: During BP Workshops be sure to identify in which cases the Service Center should be initiating. Also identify whether or not the bp should route differently based on whether a Service Center user initiated or not.

GLOBAL IMPACT

If your organization is global, have you considered the following?

SERVICE CENTER SECURITY – Global Impact
See Organizations related question above

REPORTING IMPACT

SERVICE CENTER SECURITY – Reporting Impact
What types of audit reports would your Security Administrator need regarding Service Center usage?
Are there reports you can think of that the Service Center Administrator would need?

UPDATE IMPACT

Is this feature subject to change in the next two Updates or, have you identified enhancement requests?

SERVICE CENTER SECURITY – Update Impact

SERVICE CENTER SECURITY – Update Impact
Work with your consultant to ensure that you understand any known/planned enhancements to Security Groups that will occur during your deployment period. If there are, identify a plan to address those enhancements to limit any re-work that might be needed.
If you have submitted or identified any enhancement requests, note those here.