

Business-System Access Review

By Checklist

☐ Starter example: employee collaboration account

Rename with a safe account/system label. Check the current team, approved collaboration role and shared-resource scope.

For this one system/account: confirm its current owner and business need; compare the actual role with approved work; check relevant activity without treating inactivity as automatic removal authority; obtain the authorized decision; verify any approved change in the actual system. Fill the row columns with the real evidence. Complete the row only after an authorized retain decision or verified remediation. Unknown ownership and unresolved changes remain open with an assignee and due/review date.

☐ Optional example: contractor or guest project access

Rename or remove. Confirm the sponsor, current purpose and expiry or next review. An old invitation is not continuing approval.

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☐ Optional example: service or integration account

Rename or remove. Confirm its operating owner, approved automated job, dependencies and exact required scope. No interactive login alone is not a reason to remove it.

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☐ Optional example: privileged administrator account

Rename or remove. Confirm the authorized operational need, privileged scope and applicable review evidence with the responsible owner.

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☐ Starter example: additional system/account

Duplicate this row for remaining in-scope accounts. Include every account from the dated source snapshot; do not treat these starter rows as the complete scope.

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