

Guide

# User Access Review Checklist

## Free Downloadable Template



Step	Description	Owner	Deadline	Status
Define Scope	Document systems, apps, and departments in scope	GRC Lead	DD/MM	<div> <div>✓</div> <div>✗</div> </div>
Assign Reviewers	Identify managers, system/app owners to review relevant access	GRC	DD/MM	<div> <div>✓</div> <div>✗</div> </div>
Sync Identity Data	Pull latest user/contractor info from HRIS and identity providers	IT	DD/MM	<div> <div>✓</div> <div>✗</div> </div>
Flag Dormant Users	Inactive > 90 days (or as per Infosec policies)	Security	DD/MM	<div> <div>✓</div> <div>✗</div> </div>
Notify Reviewers	Email/Slack reminders	GRC	DD/MM	<div> <div>✓</div> <div>✗</div> </div>
Approve/Reject Access	With proper justification	Reviewer	DD/MM	<div> <div>✓</div> <div>✗</div> </div>
Trigger Revocations	Trigger removal workflows (ITSM/De-provisioning etc.)	IT	DD/MM	<div> <div>✓</div> <div>✗</div> </div>
Export Reports	Export for audit purposes	Compliance	DD/MM	<div> <div>✓</div> <div>✗</div> </div>
Store Artifacts	Secure archive folder	Compliance	DD/MM	<div> <div>✓</div> <div>✗</div> </div>
Map User Roles & Access	Document user roles, departments, and current access rights	IT	DD/MM	<div> <div>✓</div> <div>✗</div> </div>