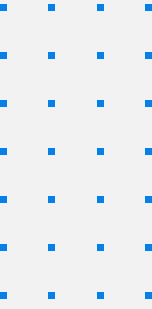


Access Review Checklist



STEP 1

Create an Access Control Matrix

- Identify all subjects (employees) within your organization
- Identify all objects (files, resources, system processes, and data) within your organization
- Organize your object and subject data into a table
- Designate user permissions for all subjects based on the access level they require

STEP 2

Develop an Access Management Policy

Within your policy include:

- An inventory of the data and resources that require protection
- A list of roles, responsibilities, and their necessary permissions
- Documentation of the processes and controls in place to secure user access
- Documentation of the software used to protect user access
- Documentation of your process for granting, revoking, and reviewing access

STEP 3

Begin an Access Review Process

- Determine how often your organization will perform access reviews
- Assign responsibilities to team members





STEP 4

Train Team Members on the Importance of Access Permissions

Conduct a formal training to educate the organization on your access management policy

Share consequences for not complying with your organization's access management policy

STEP 5

Implement User Access Management Techniques

Implement role-based access control (RBAC)

Implement the Principle of Least Privilege (POLP)

STEP 6

Analyze Access Review Results and Improve Processes Continuously



Analyze access review results at the end of each access review

Look for patterns in how you manage access within your organization to improve security moving forward

Over time, consider implementing additional password security measures like 2FA, MFA, or passwordless logins