

Quarterly access review

Generated 15/01/2026 09:00 (AEST)

System

System	Microsoft 365 (fictional)
Owner	Alex Chen (it@acmedemo.example)
Category	Productivity
Review period end	31/12/2025

Review details

Reviewed at	15/10/2025 16:20
Reviewed by	Alex Chen (a.chen@acmedemo.example)
Outcome	Completed – access confirmed appropriate

Access decisions (excerpt)

Person	Email	Role	Decision
Alex Chen	a.chen@acmedemo.example	User	Approved – no change
Samira Patel	s.patel@acmedemo.example	Administrator	Approved – no change
Taylor Ng	t.ng@acmedemo.example	User	Revoked – role change (offboarding)

Reviewer notes

Q4 2025 review: membership checked against HR list dated 14/10/2025. Shared mailbox “projects@acmedemo.example” flagged for separate review.