INTEGRATION ACCESS REVIEW / ILLUSTRATIVE CASE

# Who should approve changes to access?

## The management decision

Begin with the people entitled to approve the work. Ask them to confirm whether unexplained access still serves an active role before changing assignments.

When data moves between applications, a role that looks appropriate in one place may give more access than expected elsewhere. Old assignments can also remain after a team or supplier changes. A focused review gives managers a clear set of decisions on access before they approve changes to a process or system. The review is particularly useful when several teams share the same process.

## Worked example

In a sample of 24 role assignments, four have no confirmed owner. If authorised owners resolve three, one remains outstanding. The remaining decision should be visible to the manager who can approve the correct assignment.

| Example figure | What it represents |
|---|---|
| **24** | Roles assigned |
| **4** | Without a confirmed owner |
| **1** | Still open after review |

## What changes the answer

If research shows that two of the original four had current owners all along, only two were genuinely unowned at the start. Report confirmed issues separately from assignments awaiting explanation.

# Integration access review

## What to commission

Review the roles involved in one approval process across connected systems using redacted access records.

We compare actual assignments with the roles the business expects. With system leads, we identify exceptions, missing owners and questions that need the client’s approval. The review uses redacted material where appropriate, so agree how to share it first.

## How to judge the result

Every sampled assignment has a confirmed owner or a documented decision for an authorised approver.

Track confirmed ownership and the number of unresolved decisions. Estimate review effort against the importance of the records a role can change.

## Decision worksheet

| Project detail | Starting point for your team |
|---|---|
| **Decision owner** | Business application owner. Name the person who will approve the next step. |
| **Records to gather** | The systems and roles involved, current approval rules and redacted access records when available. |
| **Agreed output** | A role and permission map, a list of access owners and decisions for your approvers. |
| **Decision date** | Record the deadline, any unresolved assumption and who will confirm it. |

## Discuss this case

Tell us which business process is under review, what prompted the concern and who can confirm the expected roles. Keep the first message at the level of systems and responsibilities. We can agree how to obtain a useful sample without asking for account credentials.

Email info@oxetc.co.uk and mention IT-08. All figures in the worked example are illustrative.