# Access Control Plan

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| Project Information: | |
| Project Name: |  |

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| Access Control |
| Changes to the project’s access control list (ACL) include addition, deletion, and editing of users; resets or changes to passwords; promotion or demotion of privileges. These changes will be: |

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| Implemented by (system admin) |  | Title | |  | |
| Reviewed and approved by |  | Title | |  | |
| Inline application approval process? | Yes  (approval executed in application)  No  (other method such as email notice and approval, Service Now request etc.,) | | | | |
| Describe the change approval workflow/process |  | | | | |
| How and where will approvals be documented? |  | | | | |
| How frequently will the ACL be fully audited? |  | | | | |
| Completed By: |  | | Date: | |  |