

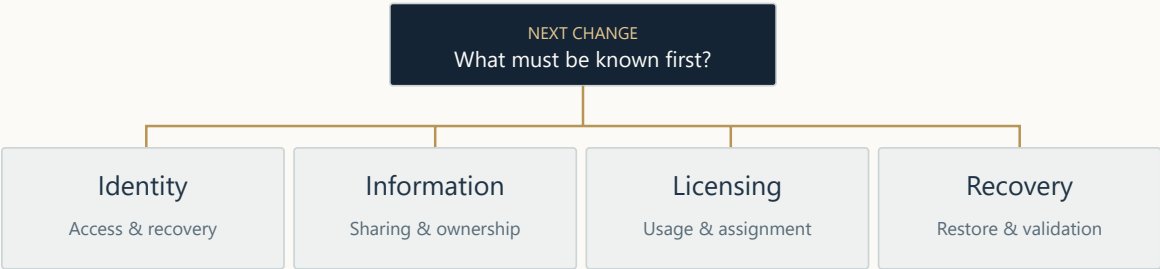
MICROSOFT ENVIRONMENT ASSESSMENT

Know what needs a decision.

A constructed example of how an assessment turns observations into decisions, named responsibilities and a scoped next step.

DECISION SUPPORTED · REVIEW BEFORE CHANGE

Confirm access ownership and recovery requirements before approving the next change.



Review boundary → evidence record → owner decision

REVIEW AREA	WHAT THE RECORD COVERS	EXAMPLE STATUS
Identity	Policy scope and recovery access	Review required
Information	Sharing boundaries and ownership	Owner review
Licensing	Assignments against agreed usage	Reconcile usage
Recovery	Restore procedure and validation	Test pending

EVIDENCE TO ATTACH

In a real engagement: approved configuration exports, owner interviews and test records, each dated and linked to a finding. No tenant has been assessed for this example.

ACCEPTANCE & LIMITS

An accountable owner accepts the findings, unresolved questions and scope of the next action. A completed assessment does not mean every issue has been remediated.

From observation to a defensible next step.

Each finding separates the question, proposed action and evidence still needed. These are example records, not observations from a client environment.

ILL-ID-01

Confirm the sign-in and recovery boundary.

Review required

Open question. This example leaves the policy assignment boundary and emergency-access test unconfirmed.

Next action. Review the intended users and applications. Evaluate report-only observations, then test a named pilot and a separate recovery method before enforcement.

Evidence to attach: Policy export, relevant sign-in records and emergency-access test.
Accountable role: Identity owner

ILL-INFO-01

Ask the content owner before changing access.

Review required

Open question. This example assumes an owner has not yet confirmed whether a broad sharing path is intended.

Next action. Capture the existing boundary, ask the content owner to approve any correction and validate access with the affected users.

Evidence to attach: Permission export, owner decision and access checks.
Accountable role: Content owner

Confirm the need. Then test the result.

An unresolved question needs an owner and a source record. It does not justify a savings claim or a statement that recovery is proven.

ILL-LIC-01

Reconcile usage before removing a license.

Review required

Open question. This example leaves the business need for an assigned service unresolved. It establishes no waste or savings.

Next action. Compare assignment and relevant usage with business requirements, service dependencies and the purchasing agreement.

Evidence to attach: Assignment and activity records, owner confirmation and contract terms.

Accountable role: Service owner

ILL-REC-01

Test the restore before accepting readiness.

Review required

Open question. This example has no observed restore result for the selected workload.

Next action. Agree the scenario and recovery requirements, authorize isolated test capacity, then record the restore and application checks.

Evidence to attach: Approved test scope, observed results, exceptions and acceptance.

Accountable role: Recovery owner

Leave the next owner with a usable record.

01 Bound the review.

Agree systems, access, source records and exclusions. Record missing evidence and any work that needs separate authorization.

02 Review findings with the owners.

Separate observed facts from assumptions. Give each open question a responsible role and an agreed review date.

03 Approve a controlled next step.

Define a pilot, completion checks, change window and recovery method. Estimate delivery only after the scope and dependencies are understood.

04 Validate and transfer ownership.

Record observed results, unresolved exceptions and acceptance. Give the operating owner the instructions and access needed to continue.

THE HANDOVER PACKAGE

- **System map:** scope, dependencies and accountable owners.
- **Evidence index:** source, collection date, reference and review limits.
- **Decision register:** finding, reason, approver and next action.
- **Change and test records:** what changed, observed results and recovery steps.
- **Open-issue register:** owner, next check and acceptance decision.

This sample demonstrates a report format. It is not a client assessment, a compliance certification or a promise of savings, delivery time or recovery performance.

Technical references for the illustrative access example

Microsoft Learn · Conditional Access report-only mode

Microsoft Learn · Emergency access accounts

References inform the example method. They are not evidence of work delivered by AZ Innovations.