

Identity and MFA readiness checklist

Use this checklist to organize an identity review before changing policies. Record the owner and evidence for each answer; a checked box is useful only when it reflects observed behavior.

Review points

- ☐ Inventory workforce, service, privileged and emergency identities.
- ☐ Identify the applications and authentication paths that matter.
- ☐ Record MFA enrollment, recovery and exception rules.
- ☐ Separate privileged access from ordinary daily accounts.
- ☐ Test a permitted sign-in and an intended denial.
- ☐ Approve an emergency-access owner and recovery procedure.
- ☐ Review device requirements and incompatible applications before rollout.
- ☐ Rehearse removal of access across the agreed applications.
- ☐ Assign periodic access and exception review.
- ☐ Retain a change/rollback plan and acceptance results.

DISCUSSION QUESTIONS

- Who authorizes access changes?
- Which legacy app or device can block rollout?
- What evidence shows removal actually worked?