



# Checklist: Entra ID Access Reviews Deployment Roadmap

## Phase 1: Pre-Flight & Licensing Verification

- **Verify Entra ID P2 or Microsoft Entra ID Governance licenses** for all administrators, reviewers, and target guest users.
- **Map Data Ownership:** Identify business sponsors for every high-risk SharePoint site and Microsoft 365 Group.
- **Check PIM Status:** Ensure JIT (Just-In-Time) elevation is active for administrative roles involved in the review process.

## Phase 2: Configuration & Scope (Entitlement Management)

- **Define Access Packages:** Group related resources (SharePoint, Teams, Apps) into a single Entitlement Management package for simplified auditing.
- **Set Inactivity Thresholds:** Configure "Recommendations" logic (standard: 30 days of inactivity) to assist reviewers.
- **B2B Direct Connect Audit:** Separately identify shared channels using Direct Connect to apply cross-tenant access policies.

## Phase 3: Review Execution & Logic

- **Assign Reviewers:** Prioritize "Group Owners" or "Sponsors" over central IT to avoid "rubber-stamping."
- **Enable Auto-Apply:** Set the system to automatically remove access upon a "Deny" decision or non-response (where appropriate).
- **Configure Fallback:** Designate a backup reviewer for orphaned groups where the original owner is no longer active.

## Phase 4: Monitoring, AI & Compliance

- **Connect Log Analytics Workspace:** Ensure all audit logs are streaming to Azure Monitor for 12-month retention.



- **Deploy Microsoft Sentinel:** Activate the Entra ID connector to visualize compliance trends and detect anomalous approvals.
- **Enable Microsoft Copilot for Security:** Brief reviewers on using AI-generated summaries to justify their approval/denial decisions.

#### **Phase 5: Post-Review Maintenance**

- **Review Denied Accesses:** Confirm that session tokens were revoked within the expected timeframe.
- **Analyze "Always Approve" Patterns:** Identify departments with 100% approval rates for targeted governance training.
- **Schedule Quarterly Recurrence:** Set the next review cycle to trigger automatically in 90 days.