Noetfield Trust Ledger

Sample Ledger Entry

Entry ID	TL-ENTRY-024
System / Scope	Microsoft Copilot (M365) - Workspace governance
Owner	IT Operations (sample)
Reviewer	Governance Office (sample)
Status	Partially effective
Last review	2025-12-15 (illustrative)
Next review	2026-03-15 (illustrative)
Classification	Public sample (non-confidential)

Statement. Copilot-enabled workspaces must be governed with least privilege, approved connectors, and evidence of quarterly access recertification. This entry shows the control intent, evidence references, gaps, and required actions.

1. Risk and Requirement

Risk. Uncontrolled access, connector sprawl, and missing audit evidence can lead to data leakage, compliance failures, and procurement delays.

Requirement. Maintain a workspace-level access baseline, an exceptions register, and an evidence pack suitable for internal audit and procurement review.

2. Controls and Tests

Control ID	Control	Test method	Result	Evidence
ACC-01	Quarterly access recertification for Copilot workspaces	Sample 9 workspaces; verify recertification record.	Partially met	ACC-RECERT-2025Q4
ACC-02	Least privilege enforced for owners/admins	Review role assignments and exceptions.	Met	ACC-ROLES-2025Q4
CON-01	Connector allowlist and approvals	Check policy, change log, and approvals.	Gap	CON-POLICY-DRAFT

3. Evidence Pack (what procurement expects)

Evidence item	Description	Location	Owner	Freq
Inventory extract	List of Copilot-enabled workspaces in scope	INV-REG-2025Q4	Governance	30d
Access recert record	Quarterly sign-off per workspace	ACC-RECERT-2025Q4	IT Ops	Qtr
Exceptions log	Approved exceptions with expiry	EXC-LOG-2025Q4	Governance	Mo
Change log	Changes to connectors/policies	CHG-LOG-2025Q4	IT Ops	Live

4. Gaps and Actions

Gap	Impact	Action	Owner	Due
Connector allowlist not approved	Procurement friction; unclear controls	Finalize connector policy; approve; publish.	Gov/IT	2026-01-31
Two teams missing recert sign-off	Audit evidence incomplete	Collect sign-offs; add automated reminders.	IT Ops	2026-01-20
No standard evidence export	Manual effort; inconsistent format	Implement standardized evidence export template.	Governance	2026-02-15

Notes. This sample is anonymized and intended as a formatting and governance reference.