A former project lead still had administrator access.

The employee had returned to a staff role. Their account still let them change settings for everyone in the workspace.

Workspace role	Manager approved
Administrator	Standard user

Evidence

The workspace's list of account roles showed the employee as an administrator. The manager's access list showed a standard user. The operations lead confirmed that the project was over and the employee no longer needed administrator access.

Decision

Operations approved the change. Before removing the role, the IT team checked that another authorized administrator could still manage the workspace.

Retest

IT removed the administrator role and checked what the employee could do.

Access checked	Result
Open usual work files	**Allowed**
Open administrator settings	**Denied**

A fresh export of the workspace roles showed the standard access the manager had approved.

Follow-up

The operations lead will check project access again at the next handoff. This review covered one account in one workspace.

The people, records and results in this sample are fictional.