Temporary Access Grant Documentation Sample

Project Team Access Request

Request Information

Project Name: _____

Request Date: _____

Requested By: _____

Approver: _____

Team Members Requiring Access

Name	Email	Role	Access Level	Access Start Date	Access End Date
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Systems/Resources Requiring Access

System Name	Type of Access	Purpose
_____	_____	_____
_____	_____	_____

Review & Approval

Reviewed By: _____

Date Reviewed: _____

Status: _____

Comments: _____
_____

Instructions

- Fill out all required fields for access request.
- Submit the completed document to the project approver.
- Access will be granted only for the specified period.
- Ensure to remove access after project completion.