Agent inventory worksheet

One sheet for each agent.

Column	What to write	Your answer
Agent	A name people will recognize	
What it does	One sentence	
Owner	One named person	
Vendor and product	Who makes it, and which product or feature it is	
Model behind it	If the vendor says. Write "not stated" if they do not	
Account it acts as	Its own, a shared one, or a person's	
Can read	Systems and kinds of data	
Can change	Records, files, settings	
Can send or spend alone	Messages, payments, orders, anything that leaves the company	
Where a person approves	Which actions, and who	
Where actions are logged	Which system, and how long the log is kept	
How to stop it	The exact step, and who can take it	
Sensitive data	Any personal, financial, health or contract data it handles	
In use since	Month and year	
Last reviewed	Date and by whom	