

Access Review Worksheet

VERSION 0.1 / 21 OCT 2026 / EDITABLE PLANNING TEMPLATE

Use this worksheet to compare two ways of completing the same task. Record who needs access, what each option costs, and what still needs to be tested. Complete one copy for each review and keep it with the evidence you use.

01 People and task

Review owner and date

Who needs access and what are they trying to do

Options and fair comparison boundary

02 Access barriers

Record a practical limit and the next action for each dimension. Do not treat an unknown as a pass.

Dimension	Limit or unanswered question	Next action
Money		
Data		
Device		
Language		
Availability		

Inputs and evidence

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Use one currency and one monthly period. Record the source and date of each input. Leave unknown values marked unknown; use scenarios to test their effect.

03 Scenario inputs

Input	Symbol and unit	Option A	Option B
Budget	B / currency per month		
Tasks	N / tasks per month		
Pay per task	P / currency per task		0 for this model
Subscription	S / currency per month	0 for this model	
Data per task	M / MB per task		
Data price	D / currency per GB		
Device allocation	F / currency per month		
Included tasks	Subscription quota	Not applicable	
Other known costs	Name and monthly amount		

Use decimal units: 1 GB = 1000 MB. A device allocation is a monthly share you choose, not a claim that an existing device is free. Add taxes, retries, overages, setup, and human review separately when relevant.

04 Assumptions and evidence register

Input or claim	Evidence or assumption	Source and date	How to check

Costs and usefulness

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05 Calculate the monthly scenario

Data cost = $N \times M / 1000 \times D$

Option A cost = $N \times P + \text{data cost} + F$

Option B cost = $S + \text{data cost} + F$

Budget remaining = $B - \text{option cost}$

These formulas cover one pay-per-task option and one subscription without overages. Calculate each option with its own inputs if they differ. Add any other known monthly costs to the relevant total. A negative remainder means the scenario exceeds the budget.

Calculated result	Option A	Option B
Data cost		
Total monthly cost		
Budget remaining		
Within budget		

What changes the decision

06 Check usefulness before choosing

Set review criteria before a trial. Cost alone cannot establish quality, accessibility, latency, or safety.

Criterion	Proposed pass condition	Observed result
Useful output		
Time and effort		
Access and recovery		
Data handling		

Repeatable trial plan

Decision and next review

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07 Risks and uncertainty

Risk or unknown	Why it matters	Next check and owner

08 Make a bounded decision

Decision and evidence supporting it

Next action owner and review trigger

What would reverse this decision

09 Keep the comparison repeatable

Review date	Changed input or evidence	Result and next decision

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