

# Access Control Systems Discovery Document

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1. What is driving your need for an access control system?
2. How many employees are in your organization who will need access control?
3. Do you have in-house expertise to manage an access control system?

4. What non-information departments and systems will need to work with the access system? (HR, physical security, finance, etc.)
5. Who will be responsible for users who are de-provisioned?
6. Who else besides employees needs access? (general public, vendors, contractors, state or local agencies, etc.)

7. What type of access do you think at this point is needed? (smart cards, fingerprint readers, door locks, etc.)
8. What is your timeframe for implementation of a system?
9. What additional insight can you provide for this project?