

# Northwind Traders



|             |             |                        |                                  |
|-------------|-------------|------------------------|----------------------------------|
| PREPARED BY | DATE        | DATA COLLECTED         | MICROSOFT 365 TENANT             |
| Harbour IT  | 12 Oct 2026 | 11 Oct 2026, 20:31 UTC | northwindtraders.onmicrosoft.com |

Who owns, administers and can reach each SharePoint site: ownerless sites, guests, and sites open to everyone in the organisation.

**Filtered view.** Who can access each site: 5 of 5 rows, 1 column hidden. Access by site: 3 of 28 rows, Can is Given access on the site. The headline figures cover every row.

|                                                                                 |                                                                                      |                                                                  |                                                                                                                    |                                                                 |
|---------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| <div>Sites with no owner</div> <div>1</div> <div>Nobody enabled owns them</div> | <div>One owner only</div> <div>2</div> <div>A leaver would leave them orphaned</div> | <div>Guests with access</div> <div>3</div> <div>On 2 sites</div> | <div>Open to everyone in the organisation</div> <div>1</div> <div>Everyone or Everyone except external users</div> | <div>Sites</div> <div>5</div> <div>Not counting OneDrives</div> |
|---------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|

**Not checked.** Members of SharePoint groups on 1 site with no Microsoft 365 group aren't listed here; those sites show their site administrators and what the default library grants. The Site permissions report lists every SharePoint group and its members once the client approves the SharePoint permission.

Sites needing an owner 3 1 to review

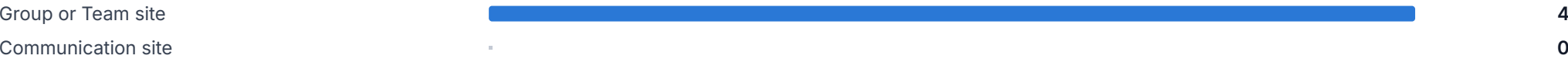
A site with no enabled owner has nobody to approve access or answer for its content; one owner is one leaver away from that. Owners are the Microsoft 365 group's owners, or the site administrators of a site with no group.

| Flag   | Site           | Type               | Problem   | Owners                   | Admins          | Last activity |
|--------|----------------|--------------------|-----------|--------------------------|-----------------|---------------|
| ● High | Marketing      | Group or Team site | No owner  | Robert Hughes (disabled) | Robert Hughes   | 11 Oct 2026   |
| ● Low  | Operations     | Group or Team site | One owner | Hannah Robinson          | Hannah Robinson | 7 Oct 2026    |
| ● Low  | Staff Intranet | Communication site | One owner | Ann Patel                | Ann Patel       | 9 Oct 2026    |

Who can access each site 5

Each site's owners, site administrators, how many people are in its group, which guests have access and whether everyone in the organisation can open it.

Guests by site type



| Flag  | Site           | Type               | Owners                   | Members           | Guests | Everyone in the organisation | External sharing on | Last activity |
|-------|----------------|--------------------|--------------------------|-------------------|--------|------------------------------|---------------------|---------------|
| ● Low | Clients        | Group or Team site | Ann Patel, Olivia Smith  | 11                | 3      | No                           | Yes                 | 11 Oct 2026   |
| ● Low | Finance        | Group or Team site | Ann Patel, Ruby Taylor   | 14                | 1      | No                           | Yes                 | 11 Oct 2026   |
|       | Marketing      | Group or Team site | Robert Hughes (disabled) | 12                | 0      | No                           | Yes                 | 11 Oct 2026   |
|       | Operations     | Group or Team site | Hannah Robinson          | 11                | 0      | No                           | No                  | 7 Oct 2026    |
|       | Staff Intranet | Communication site | Ann Patel                | 5 people recorded | 0      | Yes                          | No                  | 9 Oct 2026    |

## Access by site 3

What each site grants and to whom: the Microsoft 365 group's owners and members, what the default document library gives to site groups, groups and people, and guests given access on the site.

| Flag  | Site    | Who                                    | How   | Can                      | Outside the organisation |
|-------|---------|----------------------------------------|-------|--------------------------|--------------------------|
| ● Low | Clients | accounts@hollis-partners.example       | Guest | Given access on the site | Yes                      |
| ● Low | Clients | j.okafor@brightpath-consulting.example | Guest | Given access on the site | Yes                      |
| ● Low | Finance | accounts@hollis-partners.example       | Guest | Given access on the site | Yes                      |

## Guests and the sites they can reach 3

Every outside account with access to a site, through the site's group or by being given access to the site, a library or a folder. Check each one still needs it.

| Flag  | Guest                                  | Sites | Which sites      | How                        |
|-------|----------------------------------------|-------|------------------|----------------------------|
| ● Low | accounts@hollis-partners.example       | 2     | Clients, Finance | Member of the site's group |
| ● Low | d.mason@mason-legal.example            | 1     | Clients          | Member of the site's group |
| ● Low | j.okafor@brightpath-consulting.example | 1     | Clients          | Member of the site's group |

Site administrators 5

Site collection administrators have full control of everything on the site, whatever its groups say. People who administer many sites are usually IT staff; check anyone else.

| Person                                   | Sites | Which sites                      |
|------------------------------------------|-------|----------------------------------|
| ann.patel@northwindtraders.example       | 3     | Clients, Finance, Staff Intranet |
| hannah.robinson@northwindtraders.example | 1     | Operations                       |
| olivia.smith@northwindtraders.example    | 1     | Clients                          |
| robert.hughes@northwindtraders.example   | 1     | Marketing                        |
| ruby.taylor@northwindtraders.example     | 1     | Finance                          |

Read 5 sites' user lists and default libraries. Sites appear here once the nightly collection has read them; OneDrives are in the OneDrive report.

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 11 Oct 2026, 20:31 UTC.