Control Action Canvas

Action Name: Date: Version:

Control Standard

Which Control Standard does this action support?

Pre-Conditions

What must be true before this action? If none, state “No preconditions.”

Failure Handling

What happens if execution fails?
How are errors detected?
What fallback/retry exists?
Who is notified (role)?
What is the escalation path (timing/roles)?

Execution Steps

A step-by-step sequence to perform the Control Action.
These are the concrete steps that achieve the requirement defined in the Control Standard.
The Control Action Execution defines the exact how, with implementation details, in sequence, that make the Control Standard happen.

Who performs each (role)?
Systems/tools used?
State change expected?
Artifacts produced?

Good Example:
- Control Standard (the what): All terminated employees must have their FinData account removed within 24 hours of HR’s employment termination notice.
- Control Action (the how):
1. HR logs the termination in the HR system.
2. The HR system automatically generates a termination notice (artifact).
3. IT Security receives the notice and removes the user from FinData.
4. FinData generates an updated user list (artifact).
5. IT Security verifies that the employee no longer appears on the FinData active user list.

Good Standard = outcome-based, measurable, verifiable.
Good Execution = exact steps, roles, tools, and artifacts that make the outcome real.

Bad Example:
- Control Standard (the what): All terminated employees must have their FinData account removed within 24 hours of HR’s employment termination notice.
- Control Action (the how):
1. Someone removes the account.
2. The system shows the user is gone.
3. HR is told it’s done.

Why this is bad:
- Roles are missing (“someone” = unclear accountability).
- Tools/systems aren’t identified (no link to evidence).
- No measurable artifacts (nothing verifiable).
- Doesn’t show sequence or timing (can’t prove it met the 24-hour requirement).

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