GCAD TRAINING USE CASE | STORYTELLING WITHOUT CHARTS | 100 MINUTES

# Q3 2026 IT Access and Operations Review

From raw notes to a boardroom deck

**CAUTION** All names, systems and events are fictional. For training only.

## 1. Background

Each quarter, GCAD reviews IT general controls: user access, change management, backup and third-party access. In July to September 2026, the audit team collected 14 notes from three sources: incident logs, process walkthroughs and interviews with IT staff. The notes are raw: free text, in date order, as the auditors wrote them.

## 2. The meeting

On **28 October 2026**, GCAD holds the audit closing meeting with the **Chief Information Officer**, who owns the IT controls and agrees the management action plan. The **Head of HR** and the **Head of IT Security** also attend. The meeting is 15 minutes. The CIO prefers short decks with a clear ask, and often asks: "Is this a real risk or only admin?"

## 3. Your task

1. **Collect:** turn the 14 notes into a 5C issue table.
2. **Shape:** group the issues, count, rank, and write one Big Idea.
3. **Structure:** plan an 8-slide storyline and write the text for each slide.
4. **Design and Build:** make a premium 8-slide deck in the CIMB template with Copilot.
5. **Polish:** test the deck and prepare for the questions.

## 4. Data file: Q3 IT Review Raw Notes.xlsx

| Sheet | Content |
|---|---|
| Read_Me | Description of the file |
| Raw_Notes | 14 notes: Note_ID, Date, Source, Evidence_Ref, Note |
| Policy | 4 policy rules (the Criteria) |
| Owners | The owner of each area |

# 5. Worksheet

## Big Idea

| Box | Your answer |
|---|---|
| Main audience | |
| What they care about | |
| The action you need them to agree | |
| Benefit if they act | |
| Risk if they do not | |
| Big Idea (maximum 2 sentences) | |

## Themes

| Theme | Issues | Rating | Worst case |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |

## Storyline: 8 takeaway titles

| Slide | Title |
|---|---|
| 1 | |
| 2 | |
| 3 | |
| 4 | |
| 5 | |
| 6 | |
| 7 | |
| 8 | |