

OFFBOARDING

Offboarding report

Action register and pending decisions

Issued 16 October 2026 · 18:00 UTC



Camille Martin

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Horizon Studio

In progress

PLANNED DEPARTURE

16 October 2026 · 17:00 UTC

IT OWNER

Lina Moreau

4

Applications

6

Registered tasks

3 / 6

Completed tasks

50% completed

2 in progress · 1 exception

APPLICATION SCOPE



Microsoft 365



Slack



Notion



Figma

Pending items

Notion and Figma transfers. Retention decision before Microsoft 365 license removal.

Action register

Camille Martin · demo@sorvek.com

Scope: 4 applications, 6 tasks. Dates in UTC.

APPLICATION / ACTION		OWNER	STATUS / DATE
	Microsoft 365	Lina Moreau	Completed
	Revoke sessions	IT owner	Oct 16 · 17:05 completed
	Microsoft 365	Lina Moreau	Completed
	Disable account	IT owner	Oct 16 · 17:08 completed
	Slack	Lina Moreau	Completed
	Deactivate member	IT owner	Oct 16 · 17:12 completed
	Notion	Noé Vidal	In progress
	Transfer pages	Team manager	Oct 19 · 12:00 due
	Figma	Noé Vidal	In progress
	Reassign files	Team manager	Oct 19 · 12:00 due
	Microsoft 365	Lina Moreau	Exception
	Remove license	IT owner	Oct 20 · 12:00 due

3 completed

2 in progress

1 open exception

These states belong to the fictional scenario. Transfers and provider interventions remain review tasks; no actual execution is attested.

Exceptions and review

Case in progress · closure not approved



EX-01 / License removal deferred

The retention review must be confirmed before removing the Microsoft 365 license.

Owner: Lina Moreau

Decision due: Noé Vidal · Oct 19, 10:00 UTC

Task due: Oct 20, 2026, 12:00 UTC

Review register

01 Notion and Figma transfers

Noé Vidal

Confirmation pending · Oct 19, 12:00 UTC

02 Final IT review

Lina Moreau

To schedule after resolving outstanding items

03 Case closure

Not approved

After task review and exception resolution

Case contacts

Lina Moreau

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Noé Vidal

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Independent template, fictional data. No real account changed; no signature or certification. The product shows an “Attestation (PDF)” command; its export has not been verified. Named applications illustrate the scope and do not guarantee automation.