48-hour Compliance Gap Report

Scope: SaaS environment

Audit Readiness: SOC 2 (focus: Access, Change, Vendor)

Deliverables: Readiness score, Gap report, 7/30/90 plan, Evidence pack

Findings Summary

• Access control policy incomplete — roles defined but not formally approved; no annual review cadence.

• Vendor risk management program not documented — missing intake checklist and criticality tiers.

• Change management approvals missing — prod-impacting merges lack reviewer evidence.

Action Plan

When	Owner	Action
7 days	Eng Lead	Enforce PR approvals for prod repos; archive reviewer logs.
30 days	Sec Lead	Publish access policy; implement quarterly access recertification.
90 days	Ops Lead	Stand up vendor risk intake with SOC 2 evidence map.

Estimated Effort

Remediation effort: **24–48 hours** for baseline closure (excludes tooling rollout).

Disclaimer

This sample is illustrative only and not a formal audit report.