

#1 Network Infrastructure

Think of network infrastructure as the highways and roads that connect your business to the world. Without reliable and secure networks, your business is like a shop on a dead-end street.

Yes No

- Is there a reliable and fast internet connection?
- Are there high-quality network devices like switches, routers, and firewalls?
- Are high-quality network cables (e.g., Cat6, Cat7) used to connect devices?
- Are the network devices properly configured?
- Is there a secure wireless network for devices that need to connect wirelessly?
- Is the internet bandwidth sufficient for business needs?
- Are virtual LANs (VLANs) set up for network segmentation?
- Is there a virtual private network (VPN) for secure remote access?

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#2 *Hardware and Devices*

Your hardware and devices are the workers in your digital factory. Ensuring they are up to date and well-maintained is like making sure your workers are healthy, happy, and ready to perform.

Yes **No**

- Are computers with adequate specifications purchased?
- Is there a server with adequate specifications?
- Are necessary peripherals like printers purchased?
- Is regular maintenance scheduled for hardware?
- Is a device management solution implemented?
- Is all critical hardware under warranty or a support contract?
- Is there compatibility between different hardware components?
- Is a mobile device management solution implemented?

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#3 *Software and Applications*

Choosing the right software is like choosing the right tools for a job. The better the tools, the more efficient and effective your business operations will be.

Yes **No**

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Is the right software and applications chosen for the business? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are there proper licenses for all software? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the software properly installed and configured? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is training provided to staff for using the software? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is a patch management process implemented for software updates? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is there compatibility between different software applications? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are there any needs for custom-developed applications? |
| <input type="checkbox"/> | <input type="checkbox"/> | |

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#4 Security

Imagine your IT infrastructure as a castle. The security measures you implement are the moat, drawbridge, and knights protecting your kingdom from invaders.

Yes **No**

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Is there a comprehensive security policy developed and implemented? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is reputable antivirus and anti-malware software installed? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the firewall properly configured? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is there a backup and disaster recovery plan implemented? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is security awareness training provided to employees? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are access control measures implemented? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is encryption implemented for sensitive data? |
| <input type="checkbox"/> | <input type="checkbox"/> | |

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#5 **Cloud Services**

Using cloud services is like renting a storage unit for your digital belongings. It's essential to choose a reputable provider, understand the terms, and ensure your 'belongings' are secure.

Yes No

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Is a reputable cloud service provider chosen? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are the necessary cloud services determined? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is data security ensured in the cloud? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the Service Level Agreement (SLA) reviewed with the cloud service provider? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is a cloud backup solution implemented? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is there a need for cloud-based applications? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is multi-factor authentication implemented for cloud services? |
| <input type="checkbox"/> | <input type="checkbox"/> | |

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Cloud support?**

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#6 **IT Support and Maintenance**

Having reliable IT support and maintenance is like having a handyman on call 24/7. It ensures that when something breaks or needs improvement, help is readily available.

Yes **No**

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Is there a dedicated IT support team or a contract with an IT support provider? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is regular maintenance of IT infrastructure scheduled? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is a monitoring solution implemented? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is proper documentation of IT infrastructure maintained? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is a helpdesk or ticketing system implemented? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are relationships with vendors established for support? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is a knowledge base or documentation created for common issues? |
| <input type="checkbox"/> | <input type="checkbox"/> | |

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#7 **Compliance and Legal Requirements**

Ensuring compliance and legal requirements is like making sure your business has all the necessary permits and licenses. It keeps you out of trouble and ensures your business operates legally and ethically.

Yes **No**

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Are data protection measures implemented? |
| <input type="checkbox"/> | <input type="checkbox"/> | Does the IT infrastructure comply with legal requirements? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are regular compliance audits scheduled? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are proper records of IT infrastructure maintained? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is a privacy policy implemented? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is compliance training provided to employees? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are contracts with vendors and clients reviewed for compliance requirements? |
| <input type="checkbox"/> | <input type="checkbox"/> | |

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