

Business IT Infrastructure Checklist

IT doesn't have to be overwhelming! This checklist is a first step in taking action and making sure your IT is supporting your business the best way possible. Remember, healthy tech means a healthy business.

The Big Picture	YES	NO
Do you have goals for your IT?	<input type="checkbox"/>	<input type="checkbox"/>
Do the goals support your overall business strategy?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a long-term plan for keeping your IT healthy?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have an inventory of hardware?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have an inventory of all software?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a regular plan for updating your inventory?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a lifespan plan for hardware and software, outlining when to update?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a record of when contracts are up for renewal for hardware and software?	<input type="checkbox"/>	<input type="checkbox"/>

Notes

Infrastructure Set Up

YES NO

Are computers properly set up?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are there sufficient power outlets and access points to hardware?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is hardware safely connected to routers and servers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are devices compatible with each other?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Notes

Data

YES NO

Is your cloud properly configured?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is your data regularly backed up?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is there a designated person for data backups?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

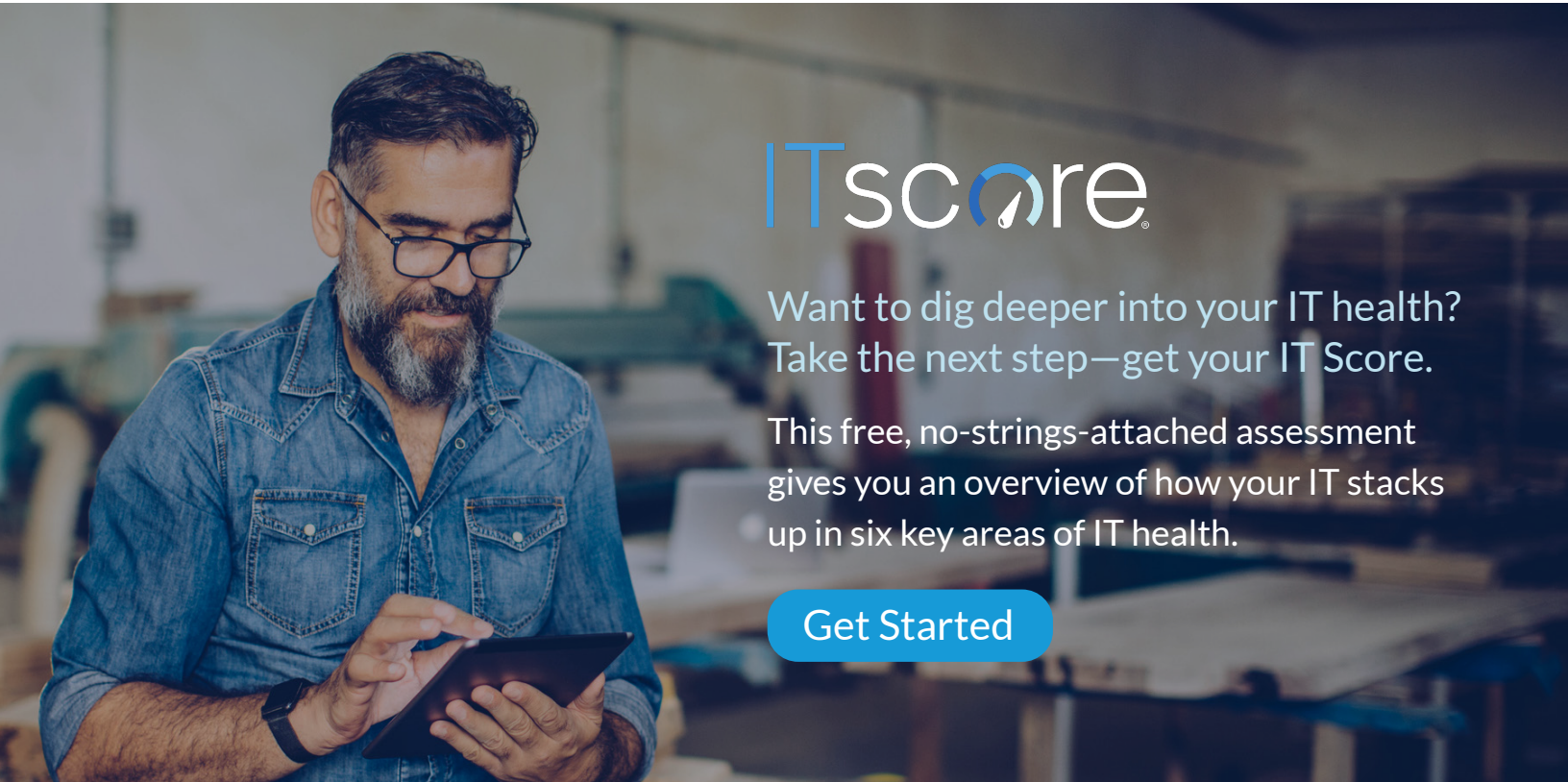
Notes

Security and Policies

	YES	NO
Are firewalls in place?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are there policies in place for personal devices?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are there policies for passwords?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are there policies for sensitive data?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is there a person or team responsible for reviewing and updating security policies?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is two-factor authentication established for software applications when available?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Notes

Blank area for notes.



ITscore

Want to dig deeper into your IT health? Take the next step—get your IT Score.

This free, no-strings-attached assessment gives you an overview of how your IT stacks up in six key areas of IT health.

[Get Started](#)