



IT BUSINESS CONTINUITY CHECKLIST

Assessing your company's remote work capabilities

Is My Business Prepared?	Yes	No	Action
Have you updated your work-from-home policy in the last 12 months?			
Have you communicated policy and expectations for all employees now working from home?			
Do you need to acquire more phones/laptops to ensure all employees have a sanctioned device?			
Do you have enough VPN licenses to issue them as needed?			
Does the employee have sufficient Internet access to perform their job?			
Have you identified if remote employees have access to systems or platforms required to successfully perform their job? <i>I.E. Cloud applications</i>			
Is your company able to provide secure measures to avoid cyber attack risks when working remotely? <i>I.E. Protected Wi-Fi; VPN Connection; Multi-Factor Authentication</i>			
Do you need to make adjustments to your IT budget to deliver necessary resources?			
Do you need to offer remote work security training to your staff?			