

Twelve things every business should know about its IT

Tick the ones you know are true. Takes about twenty minutes, no technician needed. Whatever you leave blank is where surprises come from.

Company _____

Date _____

- | | |
|--|---|
| ☐ No server past its support date
Server 2016 ends January 2027 | ☐ Security updates on within 30 days
Someone owns the schedule |
| ☐ No Windows 10 machines in use
They no longer get updates | ☐ Firewall and Wi-Fi under six years old
Old gear stops getting firmware fixes |
| ☐ A backup restore tested in 90 days
Untested backups are a hope, not a plan | ☐ Former employees' access removed
The easiest breach to miss |
| ☐ A backup copy off site or in the cloud
Fire and ransomware take the office copy | ☐ Admin passwords known to two people
The business can get in without one person |
| ☐ Multi-factor login on email and remote
The first thing insurers ask about | ☐ Licences match the machines in use
Audits happen |
| ☐ A written list of what runs where
If it lives in one head, it is a risk | ☐ No manual process everyone hates
Usually the cheapest fix, largest hidden cost |

0 to 1 blank: good shape, repeat twice a year

2 to 3: normal, fix backups and logins first

4 or more: worth a call this week

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