

Business IT Readiness Checklist

A practical checklist to help identify
technology strengths, gaps, and priorities

BUSINESS NAME

DATE COMPLETED

COMPLETED BY

NEXT REVIEW DATE

Review Your IT Readiness

YES
REVIEW

Mark each item Yes or Review.

Review may need additional documentation, planning or support.

READINESS ITEM	YES	REVIEW
Technology Inventory		
We maintain a current list of computers and devices.	☐	☐
We know the age and warranty status of critical equipment.	☐	☐
We maintain a list of essential software & licenses.	☐	☐
Security & Access		
Multi-factor authentication is enabled where possible.	☐	☐
Former employees' access is removed promptly.	☐	☐
Computers & applications receive regular updates.	☐	☐
Backups & Recovery		
Critical business information is backed up.	☐	☐
Backup failures are monitored & addressed.	☐	☐
Documentation is current for recovery situations.	☐	☐

Turn Findings Into Priorities

YOUR NEXT
STEP

Items marked [Review help](#) show where your organization may need additional planning, documentation, or support.

1 - Identify

Circle the items most likely to disrupt daily operations.

2 - Prioritize

Begin with essential systems, unsupported equipment, security and recovery.

3 - Plan

Assign an owner and a realistic next action for each priority.

Not Sure Where to Begin?

Talk with the Forensic IT Team to review current technology environment and identify practical priorities.