



IT BEST PRACTICES CHECKLIST

Presented by Captain IT – When Reliable IT Support Matters, Call the Captain!



Cybersecurity

- ☐ Use multi-factor authentication (MFA) across all systems
- ☐ Require strong passwords and enforce regular updates
- ☐ Install and maintain next-gen antivirus and anti-ransomware solutions
- ☐ Conduct quarterly phishing simulations and user security awareness training
- ☐ Implement DNS filtering to block malicious websites
- ☐ Set up proper firewall and network segmentation policies
- ☐ Review and apply security patches monthly

Data Backup & Recovery

- ☐ Use automated daily backups (on-site and cloud-based)
- ☐ Regularly test restore procedures (at least quarterly)
- ☐ Maintain backup retention policies and versioning
- ☐ Store backups in geographically diverse locations
- ☐ Encrypt backups at rest and in transit

Business Continuity

- ☐ Maintain a documented and tested disaster recovery plan
- ☐ Identify mission-critical systems and ensure failover capability
- ☐ Implement uninterruptible power supplies (UPS) for network and servers
- ☐ Define RTO (Recovery Time Objective) and RPO (Recovery Point Objective)

User & Access Management

- ☐ Use least privilege access controls
- ☐ Immediately disable former employee accounts
- ☐ Review and audit access rights monthly
- ☐ Use identity and access management (IAM) platforms when possible

Hardware & Asset Management

- ☐ Keep a centralized IT asset inventory
- ☐ Replace hardware every 3–5 years for optimal performance and security
- ☐ Tag and track all equipment issued to employees
- ☐ Secure devices with encryption and remote wipe capability

Maintenance & Monitoring

- ☐ Automate system patching for OS and third-party applications
- ☐ Monitor uptime, performance, and security alerts 24/7
- ☐ Conduct monthly health checks and log reviews
- ☐ Ensure proper documentation of IT systems and network diagrams

Compliance & Policy

- ☐ Have an Acceptable Use Policy (AUP) signed by all users
- ☐ Maintain HIPAA, CMMC, or industry-specific compliance as applicable
- ☐ Perform annual security and compliance audits
- ☐ Ensure email and file retention policies match legal requirements



We Help Fast-Growing and Stable Businesses Scale Faster with Proactive IT Support and Cybersecurity-Focused Managed IT Services.

Contact us for a FREE consultation!



Hello@CaptainIT.com



(800) 834-9795

