

Security Readiness Checklist

Find the security questions that do not have an owner yet. This is a conversation starter, not an audit.

For: **Any small business**

Time: **about 10 min**

Date: _____

Prepared by: _____

Know what matters

Can someone name the systems and data the business depends on most?

☐ Yes ☐ No ☐ Not sure

Which are they?

Who owns security decisions and the budget for gaps?

Is there a current list of devices, apps, admin accounts, and outside providers?

☐ Yes ☐ No ☐ Not sure

Protect daily access

Multi-factor sign-in is in place for:

☐ Email ☐ Admin accounts ☐ Remote access ☐ Banking / payments ☐ Line-of-business apps ☐ None yet Other: _____

New accounts approved and departing users removed through a repeatable process?

☐ Yes ☐ No ☐ Not sure

Devices and software updated through a defined routine?

☐ Yes ☐ No ☐ Not sure

Any unsupported or end-of-life systems still in use?

Staff know how to report a suspicious message?

☐ Yes ☐ No ☐ Not sure

Prepare for disruption

Someone knows what is backed up, how it is protected, and what is not covered?

☐ Yes ☐ No ☐ Not sure

A restore has been tested for a critical workflow?

☐ Yes ☐ No ☐ Not sure

When was it last tested?

Written first-response path for a suspected incident?

☐ Yes ☐ No ☐ Not sure

Vendor and insurance contacts available outside the affected systems?

☐ Yes ☐ No ☐ Not sure

Decide the next three actions

Action 1

Action 2

Action 3

Next step. Bring this sheet to a conversation with WOLFTRAXX SYSTEMS. Keep passwords and payment details off it. Scope, responsibilities, and any pricing are confirmed in writing. 888.758.8577 · wolftraxxsystems.com/contact