

Computer Security

- Does every user's password in your organization expire?
- Are strong passwords required? 1 upper, 1 lower, one special character, 1 number, and at least 8 characters?
- Do users with elevated privileges have stronger password requirements?
- Are all users required to change their password at least every 90 days?
- Have you received an anti-virus definition report showing every workstation and server is up to date?
- Are users restricted from installing software on their computers?
- Have all Windows XP machines been removed from your network?
- Do accounts expire after periods of inactivity?

Network Security

- Does your organization have a firewall?
- Is the operating system on the current version?
- Does your organization have a web filter?
- Is the operating system on the current version?
- Can you access internal infrastructure from a public/home computer?
- Does your organization use two factor authentication?
- Does Wi-Fi only allow you to access the internet, and not your company data?

User Support

- Does your organization have proper computer use document?
- Is the average completion time of IT tickets under 2 hours?
- Does your organization restrict internet access to work sites only?
- Do end users have access to support via phone and email 24x7?
- Are backup workstations available at all times in case of computer failure?

Backup and Recovery

- Are backups of server operating systems performed regularly?
- Is all user generated content backed up daily?
 - Has a test restore from backup been tested in the last 90 days?
- Are data backups shipped off site regularly?
- Do you have a disaster recovery site?

Technology Costs

- Are all purchases greater than \$100 price checked with multiple vendors?
- Has your organization evaluated purchasing versus subscription based software?
- Do you use multitech for printers?
- Have you evaluated a co-location data center in the last year?
- Do you spend less than \$100 a month for your website?

Compliance

- Have you performed a software inventory and cross checked the installed software with purchased license keys?
- Have you had external penetration tests ran against your network?

If you answered no to any of these questions, you may need help. Technology can be difficult to manage, but the margin for error is low. Ensure you are getting the most for your tech dollars. Forward this guide onto your tech service provider (in house or outsource), ask them for proof that you are compliant and within these recommendations.

If you need help, email jason@c2axis.com and we can discuss your options. Don't settle for subpar service, let's work together to ensure that you are getting the quality IT service you expect.

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C2Axis has developed a virtual CIO service that is flat fee based on the number of employees in your organization, its non-contractual. We want to take the sales out of IT management. C2 is a Nola based veteran owned small business that wants to be your IT advocate, ensure that you are protected, and have the right resources in the right places to make your business succeed. Learn more at <http://www.c2axis.com/vcio>.