The Cybersecurity Preparedness Checklist
forward thinking cybersecurity for businesses

This checklist is meant to give you a baseline indication of the strength of your organization's cybersecurity plan.

Each facet of cybersecurity preparedness is assigned a point value. **Total Points: 100**

1. Evaluate the status of your organization's preparedness in each of the following categories.
2. If you can definitively answer **<u>yes</u>**, grant the full amount of points. If you are unsure, grant 25%-75% of the full point value depending on your level of confidence. If you are scratching your head, grant 0 points.
3. Tally up your points and refer to the Preparedness Report below.

The goal of this exercise is to help you identify the strengths and weaknesses in your cybersecurity program.

We want to help you open up important conversations in your organization to make sure you are doing as much as you can to protect your company.

Do you have a cybersecurity program in place? *Including*	Our Points	Total Points
- Formalizing who owns the role of cyber security in your organization - Implementing acceptable use policies (e.g. use of cell phones, email, web browsing, personal devices, etc.) - Formalizing a yearly review of backup plans, user training and review of policies		15

Are your employees receiving regular education on cybersecurity? *Including*	Our Points	Total Points
- How to identify and handle email phishing attempts - Understanding how attackers can get in your system - Knowing the processes and procedures to follow if something does happen		12

Does your company have established and communicated password policies? *Including*	Our Points	Total Points
- Requirements for password complexity and strength, and/or use of password phrases instead of a password - Scheduled changing of passwords (company-wide)		5

Have you physically locked up critical devices? *Including* - The server room, and the servers themselves - Other media	Our Points	Total Points
		5

The following tactics are more advanced and may require the assistance of a managed services IT company.

Are you using encryption to store your data? *Including* - Making sure any critical digital assets are stored on encrypted hardware - Encrypting devices, like mobile, laptops and tablets	Our Points	Total Points
		3

Do you have a process for decommissioning equipment and users from your network?	Our Points	Total Points
		5

Do you have Centrally Managed Antivirus for virus and malware protection?	Our Points	Total Points
		5

Do you limit access to critical digital assets on servers, public drives and in the cloud?	Our Points	Total Points
		5

Are you using third-party patch management tools? Are you using third-party tools for Windows updates?	Our Points	Total Points
		10

Are you implementing Advanced Threat Protection? *Including* - Packet inspection at the firewall level	Our Points	Total Points
		5

Have you implemented continuous vulnerability scanning?	Our Points	Total Points
		10

Do you have a disaster recovery replication plan in place? *Including* - 3-2-1 backup plan - RPO & RTO	Our Points	Total Points
		10

Are you equipped to detect intrusions in your network?	Our Points	Total Points
		10

How prepared is your organization? *Tally up your points and gauge your level of preparedness. On the next page, refer to the chart to get more insight and see suggested next steps.*	Our Points	Total Points
		100

If you would like more clarity on any of these items, please send us an email

Send an email to Copeland

We have also put together an article that contains more detail on each of these points

Read the Cybersecurity Article

Your Cybersecurity Preparedness Report

While there are no guarantees when it comes to cybersecurity, following this set of guidelines will reduce the amount of opportunities attackers have to penetrate and exploit your system.

The preparedness report below will give you a preliminary evaluation of your organization's cybersecurity strength. If you would like more clarity on any of the items on this list, we will provide a detailed overview.

EXTREMELY VULNERABLE	UNPREPARED	PARTIALLY PREPARED	PREPARED
Your organization is lacking essential cybersecurity tactics and your critical digital assets are currently at risk. It is critical that you speak with a cybersecurity professional to start filling these gaps.	Your organization has some cybersecurity tactics in place, but overall your network and devices are at a high level of risk. Evaluate your scores and determine which area of weakness is most critical to begin with.	Your organization has many cybersecurity tactics in place and would benefit from bolstering up efforts in areas of weakness. Evaluate your scores and create a plan to lift areas of weakness, and elevate your total score to an acceptable level.	Your organization has a substantial level of cybersecurity preparedness. While there is no amount of perfect, you have done what you can to mitigate risk. Continue to be proactive and forward thinking, but don't settle with "good enough."
0 to 25 points	26 to 50 points	51 to 75 points	76 to 100 points

If your organization does not have this process documented, we can help you get started.

Click Here to Set Up a Free Cybersecurity Planning Session