



insight

# Remote Work Checklist

## Business Continuity: Remote Work Checklist

We've put together this checklist to help you assess your readiness for remote work:

### 1. Internet and Email Access

Does every team member have remote access to:

- Company email from a desktop, laptop or mobile device?
- Fast, reliable and secure Internet connection?
- A Virtual Private Network (VPN), if required, to access company resources?

### 2. Hardware

At a minimum, your team will require:

- A laptop, desktop PC, or other mobile device such as a tablet.
- A land line or mobile phone
- Can you supply this equipment if it isn't available to them remotely?

### 3. Security

You also need to consider the security of your systems when allowing personal devices to access your company resources.

- Does your team have effective end-point security software?
- Do they understand how to securely access, copy and protect data if required?
- Do you have multi-factor authentication enabled for cloud-based applications?

### 4. Phone System

- Can your business communication system be forwarded to land lines or mobile devices so your team can monitor and receive calls and messages during business hours?
- What happens out of hours?

## 5. Applications and Licensing

- Have you identified what your critical applications are, who needs access and how they access them?
- Do you already have software enabled to allow your team to effectively operate remotely such as VPN and cloud (remote) desktop services?
- Is your cloud-based software accessible to all your team, and do you have enough accounts/logins available if every employee needed to access the applications?
- If you are still operating with traditional software installed on a local server, how are employees going to access this? Are you prepared to scale up your current software licenses to accommodate additional remote devices?

## 6. Backup and Bandwidth

- Will you be able to effectively back up remote work files and is this secure?
- If your servers are local, is your current internet connection sufficient to handle any number of your team who need to login to them?
- Can your cloud desktop service or on-location VPN handle the number of your team expected to connect at any time?

If you have answered no to any of the above, or have any questions or concerns, you can talk to us at Insight IT. We can help evaluate and support your business continuity planning.

## 7. Business Processes

- Have you got business processes in place that allow your team to do remote work effectively?
- How will working remotely impact collaboration and team-work?
- How will your team communicate if they are working remotely?
- What processes need to change?

### Insight IT can work with you to:

- ✓ Identify and map out your IT assets
- ✓ Determine the capabilities and shortcomings of your current IT infrastructure
- ✓ Test your systems to ensure they are accessible and scalable
- ✓ Urgently implement new systems, software and hardware if required
- ✓ Ensure your backup and security systems and processes are effective

Contact us at [info@my-insight.com.au](mailto:info@my-insight.com.au) or call 1300 911 000