



The Following Components Will Be Audited:

File Server

- What version of the operating system is installed?
- Do any security patches need to be installed? (Note: security patches should not be installed haphazardly; not all patches are safe to install)
- Are there any error messages or error lights on to indicate a failure, pre-failure warning, or disconnection?
- Are there any suspicious or unexpected entries in the system logs?
- Is there sufficient storage space?
- Is the storage redundancy system working correctly?
- Does the hard drive need to be defragmented?
- Does the server have adequate memory and CPU power for its current load?
- Is up-to-date anti-virus software installed and working properly?
- Was there a recent virus scan performed?
- Is the server adequately protected by an uninterruptible power supply?
- Are there any inactive user accounts?
- Is the password configuration in alignment with security policies?
- What is the current up-time of the server and is it a gigabyte server?

Backup System

- Are all necessary files being backed up?
- What is the frequency of backups?
- Are back-up's stored remotely offline?
- Are multiple tapes being used?
 - Is a tape maintained off site for disaster recovery purposes?
 - Is the tape drive being cleaned on a regular basis?
- Is the system set to verify that backups are completed without errors?
- Is there a schedule for performing a system restore?

Network Infrastructure and Configuration

- What type of network is in place?
- What type of switch is being used?
 - How many ports total and what's the throughput rate?
 - How many ports used and unused?
 - Is the topology expandable and able to handle a load increase?
- Is there an active firewall in place?
 - What type?
 - Is the firmware up to date?
- Are there multiple layers of security?

- If so, what are the layers?
- What type of internet connection is in place?
 - Who is the ISP?
 - What is the speed and configuration?
- What type of router is being used?
- What type of wiring is being used?
 - Is the wiring neat and clean?
 - Are racks being used?
- Is there a WAN in place?
 - What type?
- Is there a VPN in place?
 - What type?
- Are wireless components being used?
 - What types?
 - What is the configuration?
 - Is it secure?
- What are the IP Assignments?
 - Is DHCP or Static IP's being used?
- What is the naming scheme?
- Are print servers being used?
 - Are all shared printers attached to a print server?
- Is Terminal Server being used?
- Is Content Management being used?
 - Is the subscription being updated?
- Is the e-mail storage system internal or external?
 - What is the admin username and password?
- What is the password for the network administrator?

Workstations, Laptops & PDA's

- How many workstations are on site?
 - Are they properly configured?
 - Is the Disk Clean Up Tool scheduled to run regularly to clean up temporary Internet files,
- Is antivirus protection also occurring at the workstation level?
 - Is the user able to disable the antivirus software on his/her machine?
- Is there spyware detection and removal software installed and being run weekly?
- Is there an AUP (acceptable usage policy) in place?
- Is there content filtering software installed?
- Are there any remote workers or traveling employees using a laptop?
 - Are those laptops scanned for viruses and spyware before connecting to the network?

Company Growth and Expansion

- Does the customer foresee adding any new hardware or software in the next three to six months?
- Does the customer plan on opening any remote offices or new locations within the next three to six months?
- Does the customer have plans to upgrade or install any key applications?
- Does the customer see any significant increase or decrease in their business in the next two years?
- Are there any ongoing problems the client is experiencing?
- Are there any manual processes the client would like to automate?