



# IT Essentials Checklist for Australian Businesses

**By Coast IT — Supporting Australian businesses with modern IT solutions**

Tick each item your business has in place. Count your ticks and check your IT Health Score below.

## IT Health Score

Score	Rating	What It Means
0–10	🔴 At Risk	Major gaps — high chance of downtime or data loss
11–20	🟠 Needs Work	Some protections in place, but not consistent
21–26	🟡 Getting There	Solid foundations, a few gaps remain
27–30	🟢 Strong	Robust and secure IT environment

**Your Score:** \_\_\_ / 30

## Security Essentials

- Use unique passwords and a password manager
- Enable Multi-Factor Authentication (MFA) on all accounts
- Install business-grade antivirus/endpoint protection
- Set up email security (spam/malware/phishing protection)
- Regular cybersecurity awareness training for staff



## Data Protection

- Automated daily cloud backups (with off-site copy)
- Backup recovery tested quarterly
- Encrypted storage drives on laptops and PCs
- Document version history enabled (Microsoft 365/Google Workspace)
- Cloud storage with Australian data residency where possible

## Device & Network Setup

- Company-managed laptops/desktops with central patching
- Enforced device encryption and screen locks
- Business-grade Wi-Fi network (separate guest/staff networks)
- Firewall configured with content filtering
- VPN access for remote work

## Business Tools & Productivity

- Microsoft 365 or Google Workspace accounts
- Centralised file storage with access controls
- Collaboration/chat tools (Teams, Slack)
- IT asset register (track devices and warranties)
- Documented IT policies (BYOD, passwords, acceptable use)



## Ongoing Management

- Monthly security patching and software updates
- 24/7 monitoring and alerting
- Regular IT reviews (at least annually)
- Business continuity & disaster recovery plan in place
- Dedicated IT support or managed service provider (MSP) engaged

## Need Help Boosting Your Score?

We help Australian businesses build secure, reliable IT foundations, from full setup to ongoing support. [Reach out today](#) to see how we can help your business with IT!