



# ISG TECHNOLOGY REMOTE WORKFORCE OPTIMIZATION CHECKLIST

Pandemic has struck the globe and workforces have been sent home. Your IT team has scrambled to make it happen in record time. Use this checklist to ensure you're still secure and productive.

## Home Office Setup & Network Access

- Employees have the hardware they need to conduct business at home
- Company hardware taken home to work remote is documented
- All remote workers are utilizing VPN to access the company network
- Remote desktop access has been given to users who need to access physical workstations that remain on company premises
- You have full network visibility, including off-site locations

## Security Threats & The Human Element

- Security protocols are applied consistently across all remote workers
- Employees know not to use VPN with personal devices
- Multi-Factor Authentication (MFA) has been activated
- DNS Security has been enabled to protect against malicious websites
- Employees are trained to identify phishing attempts and social engineering

## Communication & Collaboration

- Office phone numbers have been routed to mobile / personal phones
- Computers can be utilized as soft phones
- Company-wide chat / messaging service is enabled
- Meeting software provides reliable screen sharing and video conferencing
- Employees can share files in the cloud and co-author documents together
- Most employees understand how to utilize the tools and do so effectively (keeping in mind that you'll never keep everybody happy)

## Compliance & Business Continuity

- Business leadership is meeting regularly and in lock-step with one another
- Policies and procedures to remain compliant with industry regulations are being adhered to
- Business-critical vendors and partners are operational and meeting their service level agreements