REMOTE WORK BUSINESS CONTINUITY CHECKLIST
Assessing your company's remote work capabilities

Is My Business Prepared?	Yes	No	Action
Are there appropriate systems in place to support effective communication, collaboration and productivity?			
Can employees access all necessary applications, data and resources while working remotely?			
Does existing technology have the capacity and flexibility needed for successful remote work?			
Is everyone aware of which technologies are available to use and understand how to use them effectively for remote working?			
Have you updated your work-from-home policy in the last 12 months?			
Have you communicated policy and expectations for all employees now working from home?			
Do you need to acquire more phones/laptops to ensure all employees have a sanctioned device?			
Do you have enough VPN licenses to issue them as needed?			
Does the employee have sufficient Internet access to perform their job?			

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Have you identified if remote employees have access to systems or platforms required to successfully perform their job? I.E. Cloud applications, CRM solutions, Enterprise resource planning systems etc.			
Are back-up systems and processes in place to ensure business continuity during disruption?			
Is your company able to provide secure measures to avoid cyber attack risks when working remotely? I.E. Protected Wi-Fi; VPN Connection; Multi-Factor Authentication, Endpoint secuity?			
Do you need to make adjustments to your IT budget to deliver necessary resources?			
Do you need to offer remote work security training to your staff?			
What employee support measures need to be in place (for example home office ergonomic set up, mental health support)?			