# Foundational Controls Checklist

Check each item off as you complete it. You don't have to do everything at once — pick one item, spend an hour on it, and build from there. Much of this may already live in your head; the job is writing it down. This is a starting point, not a report card.

## GOVERNANCE — START HERE

- ☐ **Data inventory** [3.1]
  I have a written list of what data we collect and where it's stored
- ☐ **Device setup process** [4.1 · 4.2]
  I have a documented checklist for setting up new devices securely
- ☐ **Access granting** [6.1]
  I have a list of what access each role in my business needs
- ☐ **Access revoking** [6.2]
  I have a documented process for removing access when someone leaves
- ☐ **Software updates** [7.1 · 7.2]
  I have a documented process for keeping software patched and up to date
- ☐ **Activity logs** [8.1]
  I know where system logs are kept and how to access them
- ☐ **Data recovery plan** [11.1]
  I have a written, tested backup and recovery process
- ☐ **Security training** [14.1]
  All staff have received basic security awareness training this year
- ☐ **Incident response** [17.3]
  I have a written plan for what to do if we get attacked, including key phone numbers

## KNOW YOUR ENVIRONMENT — IDENTIFY

- ☐ **Device inventory** [1.1]
  I maintain a list of all devices connected to our business network
- ☐ **Software inventory** [2.1]
  I maintain a list of approved software and apps used in my business
- ☐ **Account inventory** [5.1]
  I maintain a list of all business accounts and who has access to each

**Completed: _____ of 12**