

Work from Home Remote Access Checklist

This checklist is for businesses who are preparing employees to work from home. It includes checklists for the equipment tools and technology employees need to be successful when working remotely and a list of questions for organizational leaders to answer..

☐ Are company files and data secure?

- | | |
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| <input type="checkbox"/> VPN/CentreStack Direct Access | <input type="checkbox"/> Multi-Factor Authentication |
| <input type="checkbox"/> Firewall | <input type="checkbox"/> Password Manager |
| <input type="checkbox"/> Email Security & Encryption | <input type="checkbox"/> Anti-Virus Software |

☐ Will you keep file shares on-premises or replicate them to the cloud?

- ☐ Can you flatten the folder hierarchy?
- ☐ Do you need to maintain existing NTFS permissions?
- ☐ Do you have a consolidation plan for multiple sites?

☐ Does your office have sufficient bandwidth to support remote access?

- | | |
|---|--|
| <input type="checkbox"/> What's your available bandwidth | <input type="checkbox"/> Have you considered premise-based alternatives to reduce bandwidth consumption? |
| <input type="checkbox"/> Have you considered migration to the cloud to accelerate access? | |

☐ Are your employees equipped with the technology they need to work from home?

- ☐ Do they have high speed internet access with sufficient bandwidth?
- ☐ Do they have a network router and wifi?
- ☐ Do they have an uninterruptible power supply (UPS), backup drive and personal server?
- ☐ Are their endpoints protected from ransomware and other cyberthreats?

☐ Do employees have the meeting, project management and collaboration tools they need?

- ☐ What will you use for videoconferencing?
- ☐ What will you use for asynchronous communication?
- ☐ What will you use for cloud storage and file sharing?

☐ Are you prepared for all migration costs?

- ☐ Time to setup laptops and remote access equipment?
- ☐ Time to train users?
- ☐ Costs to acquire Laptops or other devices for remote access?
- ☐ Time to copy data, configure permissions and other infrastructure changes

Performance Tip: VPN File Sharing can consume a lot of bandwidth. File Sharing servers in the cloud or on-premises can significantly increase efficiency and performance while reducing migration time.

The transition to working from home can be overwhelming. Work with Healthy IT to make sure you have everything in place for simple, secure remote file server access.

Contact us at (631) 224-9450 or contact@myhealthyit.com