
Checklist for Remote Working

A. Infrastructure:

1. Desktop/Laptop Computer

Redundant resources that are capable of telecommunicating in case of breakage.

- a. Suitable for remote working
- b. Suitable for teleconferencing, including image processing capability
- c. Backup Computer(s) to continue working when Primary Computer is unavailable (fails)

2. Server

Local hub for connecting remote resources and storing files and documents securely.

- a. Local Server (File and print services)
- b. File Storage (adequate) – On Server or On Network
- c. Domain Controller Server – Backup or Primary/Secondary
- d. Protected Server Location (Preferably rack)
- a. Phone – Speaker capable

3. Accessories for Teleconferencing:

Appropriate telecommunication accessories that can be moved among different computers instead of tying these resources to specific computers.

- a. Camera
- b. Microphone
- c. Phone – Speaker phone

4. Peripheral Items:

- a. Switch (LAN) (for local area network)
- b. Printer
- c. Copier
- d. Scanner
- e. Fax capability

5. Uninterruptible Power Supplies:

Backup power for all remote resources to avoid losing data.

- a. Desktops
- b. Servers

6. Data Storage

Ample storage and backup procedures to avoid losing data.

- a. Online Storage
- b. Network Storage (NAS/SAN)
- c. Offline Data Storage
- d. Cloud/Off-site Data Storage

B. Work Environment:

Productive comfortable remote working environment (for the long haul).

1. Functional Work Area

- a. Desk
- b. Chair
- c. Lighting
- d. Shredder
- e. File Storage (as needed)

2. Electrical Availability (adequate)

C. Operations:

Avoid having to scramble when you need to switch resources.

1. Capability to switch from Unavailable to Available Resources

- a. Alternative/Redundant Resources
- b. Operational Switch (unavailable/available)
- c. Telecommunications Switch (unavailable/available)
- d. Failover Procedures

2. Policies and Procedures

Plan your procedures before you must use them when the pressure is on. Give yourselves a break.

- a. Admin Password Change
- b. Data Backup/Recovery Procedures, including offline

D. Communications:

Effective, dependable, secure communications are essential for remote working.

1. Telephone Communications Link

2. Digital/Internet Communications Link

- a. Internet Connection – Reliable, Stable, Adequate Bandwidth

3. Mobile Communications

- a. Mobile Phone
- b. Mobile Hotspot for Data Communications

4. Redundant Communication Links

5. Firewall (Inbound/Outbound)

6. VPN

- a. VPN to Office
- b. Portable VPN (for mobile operations)

7. RDP (Remote Desktop Connection)

E. Data Protection:

Plan your procedures and resources before you need to use them.

1. Data Storage

- a. Locally
- b. Office
- c. Cloud
- d. Policies/Procedures regarding Data Storage

2. Backup and Recovery

- a. Offline backups
- b. Frequency
- c. Testing
- d. Backup Log

3. Data Requiring Protection

- a. Identified – Nature of protection required
- b. Location
- c. Protective Policies/Procedures/Mechanisms

F. Security (Outside Business Office):

Security depends on your requirements and needs. Avoid shortchanging security. When security is compromised, it can be a really bad event, costly and embarrassing. Unfortunately, security compromises are only when, not if.

1. Boundary Protections

- a. Firewall: Primary/Secondary
- b. Network Segmentation – DMZ

2. VPN

- a. Encryption
- b. Portable VPN for out of office protection

3. Patch Management

- a. Computer Operating System Patching
- b. Network Device Patching
- c. Application Patching
- d. Patch Checklist

4. Email Hygiene Practices

G. Good Practices:

Plan your practices and procedures before you need them. Often the need is a wakeup call.

1. Things break; Have duplicates.

Know how to quickly switch among alternate resources.

2. Have at least as effective communication tools at home as in the office.

This may require additional planning and effort on your part.

3. Make security part of your environment and practices.

“An ounce of prevention is worth a pound of cure.”

Commentary (Cross-reference to Checklist Section ID:)