30-day cybersecurity checklist

Assign a person to each task. Check it off when the verification passes.

Business or team _____ **Milestone date** _____ **Accountable lead** _____

Task **Owner role and name**

☐ **Inventory devices and cloud services** **IT lead or provider** _____

Do. List work devices and cloud services, including supplier-managed systems. Record an owner and purpose for each.

Verify. Compare the list with device records, cloud admin reports and subscription bills. Log missing assets or owners.

☐ **Remove unnecessary access** **IT lead or provider** _____

Do. Review staff, contractor and vendor accounts, admin roles and app permissions. Remove access that is no longer needed.

Verify. Check a recent departure or run a test offboarding. Verify access is gone in email, cloud apps and remote access.

☐ **Review email and sharing controls** **IT lead or provider** _____

Do. Review external mail forwarding and public links. Restrict sharing of sensitive folders to approved people.

Verify. Confirm a standard test account cannot share a restricted test file publicly. Give each forwarding exception an owner.

☐ **Test priority alerts** **IT lead or provider** _____

Do. Pick a priority alert, such as an admin access change or backup failure. Name primary and backup responders.

Verify. Send an approved test alert after hours. Record who received it, who acknowledged it and how long it took.

☐ **Restore one critical service** **Recovery owner** _____

Do. Restore a critical service and its dependencies from trusted backups in an isolated test environment.

Verify. Compare restore time and data loss with agreed targets. Have a business user complete and sign off on a workflow.

☐ **Confirm supplier responsibilities** **Business owner** _____

Do. Record who patches, monitors and restores each critical supplier system, and how to escalate an incident.

Verify. Check written support terms. Confirm the incident lead can find the contact and response time without company email.

Gaps to close

Action, owner and due date

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