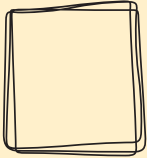


# SUMMER IT READINESS CHECKLIST

STAY AHEAD OF SEASONAL RISKS AND ENSURE UNINTERRUPTED OPERATIONS. USE THIS CHECKLIST TO ALIGN YOUR TEAM BEFORE SUMMER PTO AND SYSTEM STRESSORS HIT.

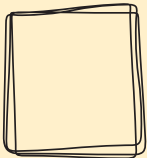
1



## RUN A PATCH + FIRMWARE AUDIT

- Ensure all systems (servers, endpoints, firewalls, switches, etc.) are fully updated.
- Validate firmware versions against manufacturer advisories.
- Document any systems that can't be updated due to compatibility or legacy dependencies.

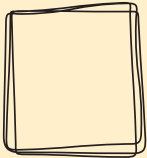
2



## SCHEDULE SUMMER DEVICE UPGRADES

- Identify workstations due for lifecycle replacement.
- Prioritize upgrades for staff working remotely or traveling.
- Order and schedule ahead to avoid vendor delays and staff absences.

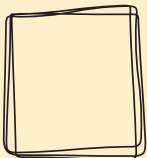
3



## REVIEW BACKUP + DISASTER RECOVERY POLICIES

- Confirm all backup jobs are running successfully and stored offsite or in the cloud.
- Test restore procedures for mission-critical data.
- Ensure RPO/RTO targets still meet business needs.

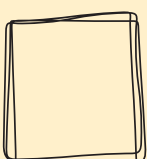
4



## TEST YOUR INCIDENT RESPONSE PLAN

- Run a tabletop exercise for cybersecurity threats (phishing, ransomware, system outage).
- Confirm contact trees, escalation procedures, and stakeholder notifications are current.
- Simulate a response drill and document improvements.

5



## PREP FOR PTO SUPPORT COVERAGE

- Cross-train internal staff or coordinate with your MSP for on-call coverage.
- Review and distribute critical system documentation.
- Identify any high-risk projects or systems needing special monitoring during absences.

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**(262) 524-9290**