✅ SMALL SMB CHECKLIST — YES/NO SHORTHAND VERSION

(Fast checks + quick navigation steps)

🔵 A. Network / Wi-Fi
1. Router admin password changed

→ Ask: "Has the router login password ever been changed from default?"
→ If they don't know → NO
YES/NO

2. WPA2 or WPA3 enabled

→ Router UI → Wireless → Security Mode
→ If unknown, ask: "Do you know if your Wi-Fi uses WPA2/WPA3?"
YES/NO

3. Guest Wi-Fi exists

→ Check phone Wi-Fi list for "Guest" network
→ Or router UI → SSID list
YES/NO

4. Guest Wi-Fi isolated

→ Router UI → Guest settings → "Access to LAN" OFF
YES/NO

🟣 B. Device / Account Security
5. RDP enabled on workstation

→ PC: Win+R → SystemPropertiesRemote.exe → Remote tab
→ If "Allow remote connections" → YES
YES/NO

6. Shared accounts in use

→ Ask: "Does each employee have their own login?"
→ If everyone uses "FrontDesk" or similar → shared → YES
YES/NO

7. MFA enabled on email

→ Ask: "Do you use 2-step verification for email logins?"
→ If unsure → NO
YES/NO

8. Local admin accounts present

→ PC: Computer Management → Local Users & Groups → Groups → Administrators
→ If normal users are in Administrators → YES
YES/NO

9. Windows updates enabled

→ PC: Settings → Update & Security → Windows Update
→ "You're up to date" = YES
YES/NO

10. Antivirus active

→ PC: Search "Windows Security" → Virus & threat protection
→ If green check / active → YES
YES/NO

🟠 C. Backup Health
11. Backups performed regularly

→ Ask: "Do you back up your important business files?"
→ Manual USB rarely = weak/no
YES/NO

12. Backups stored offsite

→ Ask: "Are any backups stored outside this building or in the cloud?"
YES/NO

🟡 D. System Version & Encryption
13. Unsupported OS detected

→ PC: Settings → System → About
→ Windows 7/8 = unsupported
YES/NO

14. BitLocker enabled

→ PC: Manage BitLocker
→ C: drive → "On" = YES
YES/NO

🔴 E. Network Protections
15. Firewall enabled on router

→ Router UI → Firewall/Security → ON
→ If not accessible, mark UNKNOWN
YES/NO/UNKNOWN

16. Default accounts disabled

→ PC: Computer Management → Users
→ Guest disabled? Built-in Admin disabled?
YES/NO

🟢 F. People / Process
17. Phishing training performed

→ Ask: "Have employees had any cybersecurity or phishing training?"
YES/NO

18. Incident response plan exists

→ Ask: "Do you have written steps for what to do in a cyber incident?"
YES/NO

19. Employee onboarding/offboarding documented

→ Ask: "Checklist for adding/removing employee access?"
YES/NO

20. Major concerns observed

→ List top risks found during visit
✔ Write 3–5 major issues