

# IT Best Practices Checklist

## ✓ IT Governance and Management :

- IT strategy is aligned with business objectives.
- IT policies and procedures are documented and regularly reviewed.
- IT service management (ITSM) framework (e.g., ITIL) is implemented or considered.
- Change management process is in place for IT changes.
- Project management methodologies are used for IT projects.

## ✓ Infrastructure Management :

- IT asset inventory is maintained and updated.
- Standardized hardware and software configurations are used.
- Proactive monitoring of IT infrastructure is implemented.
- Capacity planning is performed to anticipate future IT needs.
- Virtualization and cloud technologies are leveraged where appropriate.
- Energy-efficient IT practices are implemented.

## ✓ Security Best Practices : (Refer to IT Security Audit Checklist for more detailed security practices)

- Security is integrated into all aspects of IT operations.
- Defense-in-depth security approach is implemented.
- Regular security assessments and audits are conducted.
- Security awareness training is provided to all users.
- Stay updated on latest security threats and vulnerabilities.

## ✓ Data Management Best Practices :

- Data governance framework is in place
- Data backup and recovery procedures are robust and tested.
- Data lifecycle management policies are implemented.
- Data quality is monitored and improved.
- Data privacy and compliance requirements are addressed.

## ✓ Operations and Support Best Practices :

- Help desk or IT support system is in place.
- Incident management and problem management processes are defined.
- Service level agreements (SLAs) are defined and monitored.
- Knowledge base is maintained for IT support.
- User feedback is collected and used to improve IT services.

## ✓ Software Development and Management (if applicable) :

- Secure software development lifecycle (SDLC) is followed.
- Code reviews and security testing are performed.
- Version control system is used for software development.
- Software deployment and release management processes are in place.

You can find this checklist at

<https://www.cloudavize.com/it-best-practices-checklist>