

Checklist: Network Operations and Maintenance

Regular Maintenance

Patch Management

Automatically update software & firmware on all systems ☐

Backup Verification

Test backups regularly to ensure data integrity. ☐

Hardware Checks

Routinely inspect servers, storage & network equipment for issues. ☐

Performance Monitoring

Use tools to monitor CPU usage, disk I/O & network traffic ☐

Security Updates

Patch Management

Ensure operating systems, applications & network device patches are updated. ☐

Phishing Training

Train users to spot latest social engineering & phishing attacks. ☐

Vulnerability Scanning

Regularly scan your network for weak points & fix them ☐

Incident Response Planning

Develop & test a plan to handle security breaches appropriately. ☐

Capacity Planning

Demand Forecasting

Use historic data, strategy & trends to identify resource needs & bottlenecks. ☐

Scalability Planning

Design infrastructure to accommodate growth & new requirements. ☐

Compliance

Data Protection Regulations

Adhere to data protection laws such as GDPR. ☐

Security Standards

Meet standards such as ISO 27001. Ensure supply chain meets these too. ☐

Data Retention Policies

Review & audit data retention policies regularly in line with Data Protection Act. ☐

Monitoring & Alerts

Networking Monitoring

Watch network performance, keep eye on bandwidth, latency & packet loss. ☐

Alert Configuration

Configure alerts for critical events like system failures & security breaches. ☐

Server Monitoring

Keep an eye on server health & resource usage. ☐

Security Event Monitoring

Review incidents such as unauthorised access, malware & data breaches. ☐

Disaster Recovery

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Plan for natural disasters, cyberattacks & hardware failures. Review regularly. ☐

Data Backup

Regularly backup key data & systems. Test backup & recovery processes. ☐

Redundancy & Failover

Build system redundancy to minimise downtime due to hardware failure. ☐

Business Continuity

Plan to ensure critical functions can operate during & after a disaster. ☐

Cost Optimisation

Cloud Cost Analysis

Regularly review cloud usage. Identify opportunities to reduce costs. ☐

Energy Efficiency

Implement energy-efficient hardware & software to cut power consumption. ☐

User Support

Help Desk

Assist colleagues in resolving IT issues via self-service options. ☐

User Training

Equip users with the skills they need to reduce support requests. ☐