



IT Security and Productivity Assessment

How to Use This Assessment

Work through each of the six sections below. For every question, score your business:

0	Not in place
1	Partially in place or not sure
2	Yes, fully in place

Add up your score at the end of each section. Total all six sections for your overall IT Health Score. The results key on the final page tells you what to focus on first

Your Score Tracker:

Section	Score	Section	Score
Security Posture	___ / 10	Productivity and Workflow	___ / 10
Compliance Readiness	___ / 10	Infrastructure Health	___ / 10
Backup & Recovery	___ / 10	User Access and Identity	___ / 10
		Total IT Health Score	___ / 60

Most businesses discover 3-4 significant gaps the first time they work through this. That is not a failure; it is a starting point. If you would like a second set of eyes on your results, reach out at Helpdesk@GiaSpace.com or visit giaspace.com/audit-my-it.

Security Posture				#1		
<i>Where your business is exposed and what needs to be addressed first.</i>						
Q1	All employee devices have active, managed endpoint protection installed.	0	1	2		
Q2	Multi-factor authentication (MFA) is enabled for email and key business applications.	0	1	2		
Q3	Email filtering is in place to block phishing attempts and malicious attachments.	0	1	2		
Q4	Employees have received security awareness training in the past 12 months.	0	1	2		
Q5	There is a documented process for responding to a security incident	0	1	2		
Section Score: ___ / 10 0 = Not in place 1 = Partial / unsure 2 = Fully in place						

Compliance Readiness				#2		
<i>Whether your systems and documentation meet the standards your industry requires.</i>						
Q1	You know which regulatory standards apply to your business (HIPAA, PCI, CMMC, etc.).	0	1	2		
Q2	Policies for data handling, acceptable use, and access control are documented.	0	1	2		
Q3	Security documentation is current and would hold up in an audit.	0	1	2		
Q4	Vendor agreements include data security and confidentiality provisions.	0	1	2		
Q5	There is a designated person responsible for compliance oversight.	0	1	2		
Section Score: ___ / 10 0 = Not in place 1 = Partial / unsure 2 = Fully in place						

Backup and Recovery

Whether your data is actually protected and recoverable when it matters most.

#3

Q1	Business data is backed up automatically at least once per day.	0	1	2
Q2	Backups are stored in a location separate from your primary systems.	0	1	2
Q3	You have tested a full restore from backup within the past 6 months.	0	1	2
Q4	Cloud data (Microsoft 365, Google Workspace) is backed up separately.	0	1	2
Q5	You have a documented recovery time objective (how fast you need to be back online).	0	1	2

Section Score: ___ / 10

0 = Not in place 1 = Partial / unsure 2 = Fully in place

Productivity and Workflow

Where slow systems, manual processes, or disconnected tools are costing your team time.

#4

Q1	Employees rarely lose more than 30 minutes per week to IT-related slowdowns.	0	1	2
Q2	There is no significant manual work that could reasonably be automated.	0	1	2
Q3	Software licenses are reviewed at least annually and unused ones are cancelled.	0	1	2
Q4	Your team uses a consistent, supported set of tools with no major shadow IT.	0	1	2
Q5	IT issues are resolved quickly enough that they do not impact client deliverables.	0	1	2

Section Score: ___ / 10

0 = Not in place 1 = Partial / unsure 2 = Fully in place

Infrastructure Health		#5		
<i>The current state of your network, servers, devices, and what needs attention</i>				
Q1	All devices are running a supported operating system with current patches applied.	0	1	2
Q2	Network hardware (routers, switches, firewalls) is under active management.	0	1	2
Q3	No devices critical to operations are more than 5 years old without a replacement plan.	0	1	2
Q4	Your cloud vs. on-premise setup is intentional and documented.	0	1	2
Q5	Remote access to company systems requires a VPN or equivalent secure connection.	0	1	2
Section Score: ___ / 10		0 = Not in place 1 = Partial / unsure 2 = Fully in place		

User Access and Identity		#6		
<i>Who has access to what, and whether former employees or unused accounts are still a risk.</i>				
Q1	Employee accounts are deactivated within 24 hours of departure.	0	1	2
Q2	Admin access is limited to people who genuinely need it.	0	1	2
Q3	A password policy is enforced that requires strong, unique passwords.	0	1	2
Q4	Access to sensitive systems is reviewed at least quarterly.	0	1	2
Q5	There is a documented onboarding and offboarding process for IT access.	0	1	2
Section Score: ___ / 10		0 = Not in place 1 = Partial / unsure 2 = Fully in place		

What Your Score Means

<p>0 - 20</p>	<p>High Risk</p> <p>Significant gaps exist across multiple areas. Immediate attention is needed to protect your business from security incidents, compliance failures, and downtime. A free IT Audit with GiaSpace is strongly recommended.</p>
<p>21 - 35</p>	<p>Some Gaps</p> <p>Your business has a reasonable foundation but several areas need attention. Left unaddressed, these gaps could create real risk or cost over the next 12 months. A review with the GiaSpace team would help prioritize next steps.</p>
<p>36 - 48</p>	<p>Good Shape</p> <p>Most areas are in reasonable shape. Focus on the sections where you scored lowest. A proactive review every 6-12 months will help you stay ahead of emerging risks.</p>
<p>49 - 60</p>	<p>Strong Foundation</p> <p>Your IT environment is well-managed and proactively maintained. Keep documenting, testing, and reviewing. Consider whether there are automation or modernization opportunities to further improve efficiency.</p>

What to Do Next

1

Review your lowest-scoring sections first.

Those are where the highest risk lives. Even a single improvement in each low-scoring area makes a meaningful difference to your overall security and stability.

2

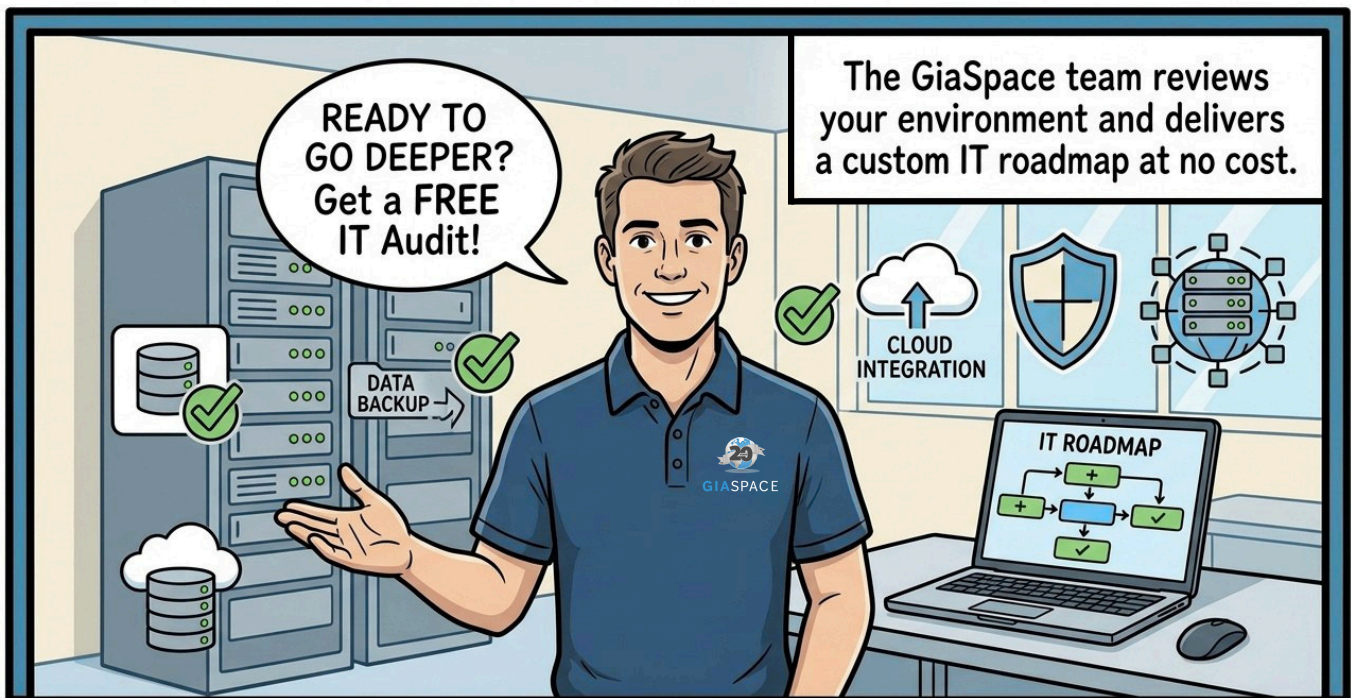
Request a free IT Audit from GiaSpace.

The team can walk through your environment in under an hour and give you a prioritized roadmap at no cost. No obligation to move forward.

3

Share this with your team.

An IT assessment works best when the people who actually use the systems are involved. Walk through it together and compare answers.



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