

CEO Checklist Table of Contents

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Sample from the CEO Checklist: Information Technology

INFORMATION	LOCATION/MANAGEMENT	CHECKED BY	DATE CHECKED
Network Administrator			
Web hosting: Vendor and contract			
Email hosting: Vendor and contract			
Cloud software (e.g. Office 365, Dropbox, QuickBooks, eTapestry, backup): contract, password location			
Mobile devices issued to staff or BYOD policies			
Data access policies			
Support contracts: vendor and contract			

INFORMATION	LOCATION/MANAGEMENT	CHECKED BY	DATE CHECKED
Technology plan			
Inventory of hardware, software and other devices			

Go to www.ClarityTransitions.net to purchase the complete CEO Checklist