



IT Plan: Audit Checklist

Ag Help Desk
(540) 231-4865
aghelp@vt.edu

www.ahnrit.vt.edu/support/helpdesk

(Mandatory items are bold and highlighted.)

Department Head/Unit Director

System is Windows XP or Mac OS 10.3
Backup Process backs up critical documents (e.g. Word, Powerpoint, Excel)
Backup Process backs up email
There exists a method for performing a restore of the data
System updates are done automatically on a scheduled basis
Antivirus software is installed and is kept up-to-date by an automated process
Some type of firewall protection exists and blocks unused ports/programs
Notes:

Executive Secretary

System is Windows XP or Mac OS 10.3
Backup Process backs up critical documents (e.g. Word, Powerpoint, Excel)
Backup Process backs up email
There exists a method for performing a restore of the data
System updates are done automatically on a scheduled basis
Antivirus software is installed and is kept up-to-date by an automated process
Some type of firewall protection exists and blocks unused ports/programs
Notes:

Fiscal Technician

System is Windows XP or Mac OS 10.3
Backup Process backs up critical documents (e.g. Word, Powerpoint, Excel)
Backup Process backs up email
There exists a method for performing a restore of the data
System updates are done automatically on a scheduled basis
Antivirus software is installed and is kept up-to-date by an automated process
Some type of firewall protection exists and blocks unused ports/programs
Notes:



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Tenure-Track Faculty Computers

System is Windows XP or Mac OS 10.3
Backup Process backs up critical files (e.g. Word, Powerpoint, Excel)
Backup Process backs up email
There exists a method for performing a restore of the data
System updates are done automatically on a scheduled basis
Antivirus software is installed and is kept up-to-date by an automated process
Some type of firewall protection exists and blocks unused ports/programs
Notes:

Other Faculty Computers

System is Windows XP or Mac OS 10.3
Backup Process backs up critical files (e.g. Word, Powerpoint, Excel)
Backup Process backs up email
There exists a method for performing a restore of the data
System updates are done automatically on a scheduled basis
Antivirus software is installed and is kept up-to-date by an automated process
Some type of firewall protection exists and blocks unused ports/programs
Notes:

Staff Computers

System is Windows XP or Mac OS 10.3
Backup Process backs up critical files (e.g. Word, Powerpoint, Excel)
Backup Process backs up email
There exists a method for performing a restore of the data
System updates are done automatically on a scheduled basis
Antivirus software is installed and is kept up-to-date by an automated process
Some type of firewall protection exists and blocks unused ports/programs
Notes:



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Graduate Student Computers (Personal, on campus)

System is Windows XP or Mac OS 10.3
Backup Process backs up critical files (e.g. Word, Powerpoint, Excel)
Backup Process backs up email
There exists a method for performing a restore of the data
System updates are done automatically on a scheduled basis
Antivirus software is installed and is kept up-to-date by an automated process
Some type of firewall protection exists and blocks unused ports/programs
Notes:

Graduate Student Computers (Departmental)

System is Windows XP or Mac OS 10.3
Backup Process backs up critical files (e.g. Word, Powerpoint, Excel)
Backup Process backs up email
There exists a method for performing a restore of the data
System updates are done automatically on a scheduled basis
Antivirus software is installed and is kept up-to-date by an automated process
Some type of firewall protection exists and blocks unused ports/programs
Notes:

Department-Wide Computers

- PC's in teaching labs or classrooms
- Research computing machines
- Shared machines for graduate students

System is Windows XP or Mac OS 10.3, or other current OS
Backup Process backs up critical files
Backup Process backs up email
There exists a method for performing a restore of the data
System updates are done automatically on a scheduled basis
Antivirus software is installed and is kept up-to-date by an automated process
Some type of firewall protection exists and blocks unused ports/programs
Notes:

Unit Leader

Date