

Tick Box	Sl.No.	Task	Owner	Done when
☐	1	Enforce MFA on email and admin accounts		Console shows 100% enrollment
☐	2	Roll out a business password manager		Email, banking, and admin logins moved in
☐	3	Auto-update; patch KEV items; flag end-of-support gear		Device list shows update and support status
☐	4	Run a phishing session; set one report channel		Everyone can name the channel
☐	5	Restore a file and a full system from backup		Restore time written down
☐	6	Remove admin rights; clean up leaver accounts		No daily account has admin rights
☐	7	List vendors and cut unused access		Vendor list with owners and review dates
☐	8	Write and print the incident contact list		Two printed copies, owner signed
☐	9	Publish a one-page AI-tool policy		Every employee confirmed in writing
☐	10	Run a 30-minute tabletop drill		Gap list with owners and dates