

SMALL BUSINESS CYBERSECURITY READINESS CHECKLIST



Cybersecurity can impact your money, customers, operations, compliance requirements, and ability to keep the business moving. The good news is that smaller businesses can build strong cybersecurity programs with the right fundamentals in place.

Complete the short checklist below to see how “ready” your business is today.

1 LEADERSHIP

- ☐ Someone in leadership is accountable for cybersecurity.
- ☐ Cybersecurity risks and business impacts are discussed regularly. (at least quarterly)
- ☐ Leadership understands how cyber incidents could affect operations, finances, customers, and reputation.

2 GOVERNANCE

- ☐ We maintain an up-to-date inventory of important systems, software, and business data.
- ☐ We have documented cybersecurity policies and procedures.
- ☐ We regularly review and improve our cybersecurity practices.

3 FINANCE

- ☐ We have a budget dedicated to cybersecurity and data protection.
- ☐ We understand how cyber disruptions could impact cash flow, payments, payroll, or transactions.
- ☐ Financial transactions and payment changes cannot be approved through email alone.

4 COMPLIANCE

- ☐ We understand the cybersecurity or privacy requirements that apply to our industry.
- ☐ We understand customer, contractual, insurance, or regulatory cybersecurity expectations.
- ☐ We assess our cybersecurity program against a recognized standard or framework.
- ☐ We prioritize cybersecurity improvements based on risk to the business.



5 WORKFORCE

- ☐ Employees receive cybersecurity awareness training regularly.
- ☐ Employees understand how to identify suspicious emails, scams, and fraud attempts.
- ☐ Employees are held accountable for cybersecurity behaviors and expectations.

6 INCIDENT RESPONSE

- ☐ We have a documented plan for responding to cyber incidents.
- ☐ Employees know who to contact if they suspect a cybersecurity issue.
- ☐ We regularly test backups and recovery capabilities.
- ☐ We practice or review our incident response process periodically.

7 INSURANCE

- ☐ We maintain a cyber insurance policy.
- ☐ We understand the cybersecurity requirements tied to our insurance coverage.
- ☐ We understand what losses may or may not be covered by our policy.

SCORING YOUR READINESS

18-21

You take cybersecurity and are likely seeing the benefits in reduced risk and stronger operations.

10-17

You have work to do but are clearly committed to doing the right things.

<10

You are likely unnecessarily exposed and trailing your peers in many categories.

This checklist offers a quick look at how your organization is approaching cybersecurity today. It is not a full assessment, but it can help highlight whether the fundamentals are present.

TAKING ACTION

This checklist identifies the practices that are the foundations of any healthy cybersecurity program. Start here and then move on to more advanced areas.

ABOUT ORBITALFIRE

OrbitalFire is an award-winning cybersecurity provider built exclusively for smaller organizations. Trusted by a community of thousands, we protect you from cybercrime, audits, regulations, and yourself, without the complexity. Our team is laser-focused on your results and independently recognized for making cybersecurity simpler, stronger, and smarter.

