Remote Access Planning Checklist

Questions to answer before choosing a VPN or zero trust approach

Know What You Have

1. **List every app your team uses and where it lives**
   Note which are in an office server and which are cloud services.
2. **List the devices that connect**
   Mark which are company-managed and which are personal.

Decide What Matters Most

1. **Identify the systems you could least afford to lose**
   These deserve the tightest access rules.
2. **Decide who needs access to which apps**
   Narrow access by role where you can.

Plan the Ownership

1. **Name who reviews accounts and access rules**
   Put the review on a calendar so it does not slip.
2. **Name who watches alerts and acts on them**
   This can be an internal person or your IT provider.

Ask Any Provider

1. **Ask exactly what the product includes under its label**
   Two products with the same name can cover different ground.
2. **Ask what you would still need to add**
   Get the gaps in writing before you commit.

Bring these answers to a planning conversation with your IT provider.

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