Free Download: Small Business IT Checklist
Stay secure, organised and stress-free with this practical IT guide for regional Aussie businesses.

Who This Is For

If you're running a small to mid-sized business in regional NSW (especially around Newcastle, Lake Macquarie or the Hunter) and you're still managing your own IT—or wondering if your current provider is doing everything they should—this checklist is for you.

We've made it clear, simple, and jargon-free.

☑ IT Essentials Checklist for Small Business Owners

1. Devices & Hardware

- ☐ All staff computers and laptops are less than 5 years old
- ☐ Devices are regularly updated (security patches, operating systems)
- ☐ You know who owns what device (especially for remote or hybrid teams)
- ☐ There's a backup machine available if something goes down

2. Network & WiFi

- ☐ Office WiFi is stable and secured with a strong password
- ☐ Guest network is separate from business network (for security)
- ☐ Network equipment (modems/routers/switches) are up to date
- ☐ Internet outages are logged and monitored

3. Data Backup & Recovery

- ☐ Your business data is backed up daily (automatically)
- ☐ Backups are stored both offsite (cloud) and onsite (hard drive/NAS)
- ☐ You've tested your ability to restore files in the last 6 months
- ☐ Emails and shared folders are included in the backup

4. Cybersecurity

- ☐ Antivirus software is installed and running on all devices
- ☐ All staff use strong, unique passwords (ideally with a password manager)
- ☐ Multi-Factor Authentication (MFA) is set up for key apps (email, banking, etc.)
- ☐ You've had a recent check for phishing risks or exposed passwords

5. Cloud & Software

- ☐ Everyone knows how to use your main cloud tools (e.g. Microsoft 365, Google Workspace)
- ☐ Files are stored in shared cloud drives—not on someone's desktop
- ☐ Software licences are up to date and you're not overpaying for unused ones
- ☐ You have admin access to all key platforms (email, domains, cloud tools)

6. IT Support & Monitoring

- ☐ You know who to call when something breaks (and they answer the phone)
- ☐ There's someone monitoring your systems behind the scenes
- ☐ You have a fixed monthly fee or clear visibility on IT costs
- ☐ You're not relying on "Steve from accounts who's good with tech"

Next Step: Want a Second Opinion?

If you've ticked a few boxes but not all—don't stress. Most businesses come to us in exactly this position.

Book a free 30-minute IT audit and we'll: - Review your current setup - Identify any gaps or risks - Answer your questions (in plain English)

No pressure, no sales pitch. Just a friendly chat.

👉 https://magtech.net.au/contact-us/
Or give us a ring on 0429 457 776 if that's easier.

Magtech IT
Supporting businesses across Newcastle, Lake Macquarie & the Hunter

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