AUDIT-READINESS CHECKLIST

SharePointPro

- [ ] MFA ENABLED FOR ALL ACCOUNTS (INCLUDE VENDOR ACCOUNTS)
- [ ] SENSITIVITY LABELS APPLIED TO CORE DATA TYPES
- [ ] RETENTION RULES DEFINED AND AUTOMATED WHERE POSSIBLE
- [ ] INCIDENT RUNBOOK WITH RACI AND ESCALATION PATHS
- [ ] VENDOR LIST WITH SIGNED BAAS OR SECURITY ADDENDUMS
- [ ] REGULAR AUDIT SCHEDULE AND LOG OF LAST INTERNAL AUDIT
- [ ] QUARTERLY INCIDENT DRILLS PLANNED AND LOGGED
- [ ] ENCRYPTION FOR BACKUPS & DEVICES CONFIRMED
- [ ] LOGGING/MONITORING IN PLACE FOR PRIVILEGED ACCESS
- [ ] EVIDENCE PACK: POLICIES, LOGS, AND TEST REPORTS READY TO SHARE