

Contractor IT Foundation Checklist

Module 2 | AI for Contractors Course | ITech Plus

AI does not work on a broken tech stack. Complete this checklist before implementing AI tools.

Email and Microsoft 365

- Business email on Microsoft 365 or Google Workspace (not Yahoo, AOL, or free Gmail)
- Each employee has their own login (no shared accounts)
- Multi-factor authentication (MFA) enabled on every account
- Admin account secured with a strong unique password + MFA
- Shared mailboxes set up for info@, sales@, etc.

Cloud Storage and Backups

- All business files in OneDrive or SharePoint (not on one local computer)
- Automatic cloud backup running daily
- Backup has been tested - you can restore a file right now
- No critical files stored only on USB drives or external hard drives
- Old employee accounts have been cleaned up (files transferred, accounts removed)

Security Basics

- Email filtering enabled (catches phishing before it reaches inboxes)
- Antivirus/endpoint protection on every device
- Screen lock enabled on all computers and phones
- WiFi network uses WPA3 or WPA2 with a strong password
- Guest WiFi is separate from business WiFi

Devices and Network

- All computers running current OS (Windows 11 or recent macOS)
- Business router/firewall in place (not consumer-grade)
- Internet is reliable (no frequent outages)
- VPN available for remote access if needed

IT Support

- You have a designated IT contact (not "whoever is good with computers")
- IT issues get resolved same day, not next week
- Someone is monitoring your systems proactively (not just break/fix)

Scoring: If you checked fewer than 15 items, your IT foundation needs work before adding AI. Module 2 of the course walks you through fixing each gap.