



Task Prioritization

High Priority Tasks · Medium Priority Tasks · Low Priority Tasks

Interval*	Subject	Priority**	Risk Area***	Purpose	Risk Factor	Potential Adverse Impact	Appx. Time Required
W	Change the Backup Tape(s)	H	F	Mitigate against data loss due to corruption or damage	The likelihood of missing backups due to not changing the tape is high	The potential impact of no backups (for a week) is high	5 min.
W	Check for Adequate Disk Space on all Server Drives	H	F	Ensure a lack of drive space does not cause server malfunction	The likelihood of running out of disk space is medium (high in some cases)	The impact of running out of server volume disk space is high	10 min.
W	Rotate Off-site Backup Tape(s)	H	F	Mitigate against loss of data due to catastrophic damage to premises	The likelihood of a total loss of data and on-site tapes is low	The impact of losing all data including backups is high	25 min.
W	Review Backup Logs	H	F	Ensure backups are configured and working properly	The likelihood of missing backups due to not checking the logs is medium	The potential impact of faulty backups (for a week) is high	15 min
W	Review Online Backup Logs	H	F	Ensure online backups are configured and working properly	The likelihood of missing backups due to not checking the logs is medium	The potential impact of faulty backups (for a week) is high	15 min
W	Check Information Store Size – EDB+STM	H	PF	Ensure the information store does not grow beyond its limits causing email outages and other issues.	The likelihood of the email outage due to not checking the store size is medium	The potential impact of email outage is high	10 min.
W	Review Anti-virus Alerts, Updates, and Scans	H	S	Ensure virus protection is working and covering all hosts	The likelihood of contracting a virus due to not reviewing is high	The potential impact of contracting a virus is medium (assuming backups are maintained)	15 min.
W	Review Firewall and Router Logs	M	S	Identify attempts at external infiltration	The likelihood of thwarting a penetration attack by reading the logs is low	The impact of an external penetration is high	10 min.
W	Check for New or Renamed Network Devices	M	S	Identify unprotected/unmanaged hosts appearing on the network	The likelihood of new unprotected, unmanaged computers causing problems is medium	The probable impact of an unprotected/managed computer is medium	10 min

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*Interval

W – Weekly
M – Monthly
Q – Quarterly
SA – Semi-Annually
A – Annually

**Task Prioritization

Priority rankings represent an index of the task's risk area, risk factor, and potential adverse impact.

***Risk Area

P – Performance
F – Fault Tolerance
S – Security

LEGEND

W	Review Server Event Logs	M	PSF	Identify potential server problems before they become critical	The likelihood of encountering severe server problems due to not reviewing the logs is medium	The potential impact of conditions reported in the event log is medium	15 min.
W	Review WSUS Updates and Confirm Deployment to Workstations	M	PSF	Mitigate against loss of performance, security or stability with the workstations	The likelihood of experiencing problems avoidable with updates is medium	The impact of a workstation crash or infiltration is low	10 min.
W	Review Server Performance Status	L	P	Identify degraded server performance, potential lock-ups	The likelihood of server performance degrading is medium	The impact of slow server performance is low	5 min.
M	Clean Tape Drive(s)	H	F	Ensure tape drive is reliable	The likelihood of faulty backups due to not cleaning is medium	The potential impact of multiple backups failures high	5 min.
M	External Security Scans	H	S	Identify weaknesses in firewall border security	The likelihood of open ports and other external vulnerabilities is medium	The impact of an external penetration is high	15 min. per IP
M	Backup Test Restore	H	F	Identify problems with ability to restore from tape	The likelihood of the inability to restore from tape is medium	The potential impact of multiple backups failures high	20 min.
M	Apply Critical and Security Updates to Server(s) and Reboot or Schedule Reboot	H	PSF	Mitigate against loss of performance, security or stability with the server(s)	The likelihood of experiencing problems avoidable with updates is medium	The impact of a server crash or infiltration is high	30 min.
M	Password Maintenance	M	P	Ensure compromised passwords are periodically expired	The likelihood of infiltration due to not changing passwords is low	The impact of an external or internal penetration is high	10 min.
M	Audit Server Security Settings	M	P	Identify weaknesses in server security settings	The likelihood of server infiltration due to not auditing security is low	The impact of an external or internal penetration is high	10 min.
M	Check Disk Integrity on Server Drive(s)	M	F	Ensure server drives are healthy	The likelihood of disk integrity problems is low	The impact of a corrupted server volume is medium (assuming backups are maintained)	10 min.
M	Firewall and Router Maintenance	M	S	Ensure firewall is current and protected against new vulnerabilities	The likelihood of external penetration due to lack of firewall maintenance is low	The impact of an external penetration is high	10 min.
M	UPS System Self-test	M	F	Identify problems with UPS(battery backup) system	The likelihood of encountering battery backup problems is low	The impact of battery backup failure is medium (assuming backups are maintained)	5 min.
M	Defragment Server Drive(s)	L	P	Ensure server drives are performing at peak efficiency	The likelihood of performance degradation due to fragmentation is medium	The impact of slow server performance is low	10 min.

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M	Archive and Clear Server Event Logs	L		Ensure logs are clean and organized allowing efficient identification of problems	n/a	No impact	5 min.
M	Server File System Organization	L		Ensure server file system and object directory is organized and free of clutter	n/a	No impact	20 min.
M	Organize/Clean Server Room, Client Software, and Documentation	L		Ensure server sever space and client software is organized and free of clutter	n/a	No Impact	20 min.
Q	Check Domain Name Expiration Status	H	F	Ensure Domain Name registration does not expire causing an interruption of all DNS dependent services (e-mail, www, etc.)	The likelihood of experiencing problems due to the Domain Name registration expiring is high	The impact of the Domain Name registration expiring is high	10 min.
Q	Check for Expiring Licenses, Support, and Warranties	H	F	Guarantee warranty and technical support is available when an emergency happens	The likelihood of experiencing problems due to not having warranty support is medium	The impact of not having a warranty is high (assuming system fault occurs)	10 min.
Q	File Server Preventive Maintenance	M	F	Maximize the lifespan and stability of the server hardware	The likelihood of experiencing problems due to skipping preventive maintenance is medium	The impact of a server hardware failure is medium (assuming backups are maintained)	1-2 hours
Q	Maintain Network Diagram	L		Maintain a single document for a quick and accurate picture of the network structure and devices	n/a	No Impact	30 min.
SA	Review Data Backup Strategy	H	F	Ensure the procedures and configuration match the requirements and expectations	The likelihood of not understanding the correct strategy is medium	The impact of faulty backup strategy and productivity loss is high	30 min.
SA	Preventive Maintenance on Workstations	M	F	Maximize the lifespan and stability of the workstation hardware	The likelihood of experiencing problems due to skipping preventive maintenance is medium	The impact of a workstation hardware failure is low	60 min. per workstation
A	Review Tape Inventory	M	F	Ensure that worn tapes are not relied upon for data recovery	The likelihood of tapes degrading beyond usefulness is medium	The impact of a single bad tape is low (assuming proper rotation)	10 min.

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