



IT Governance Activities Checklist

Right Networks®

Here is a list of items to consider when managing your firm's overall IT Governance strategy. While this is not intended to be a complete list, it is meant to provide a comprehensive approach, covering areas that need to be addressed by either the IT Governance Committee or the IT department in standardized reporting.

Strategic Alignment

- Ensure IT staff is involved in the firm's strategic planning.
- Create an IT strategic plan to support the firm's strategic plan.
- Evaluate the overall technological direction planning.
- Review each department's operation plan.
- Review capital expenditures for strategic planning.
- Establish best practices for enterprise architectures.
- Monitor and assess technologies for potential business opportunities.

Value Delivery

- Perform a regular IT policy review.
- Schedule a regular communication with firm employees regarding IT policy.
- Verify that the policies are being enforced.
- Review current platforms and emerging technologies.
- Review decisions recommended by the IT department regarding changes in platforms, vendors, and services.

Risk Management

- Perform a risk assessment.
- Review the firm's disaster recovery plan and testing results.
- Review a third party's assessment of the firm's risk, and implement corrective actions as needed.
- Regularly review legislation and applicable regulations and communicate needed information to the IT department.
- Verify that changes in the firm's IT environment are addressed in risk documentation.

Resource Management

- Schedule a regular budget review.
- Schedule a regular IT department personnel review.
- Schedule a regular assessment of the firm's capital expenditure and plan accordingly.
- Review the firm's asset safeguarding measures.
- Review and plan for the firm's IT staff development.

Performance Measurement

- Define the firm's key measures of performance.
- Establish performance standards for the firm.
- Review the firm's performance results.
- Recommend changes for the firm as needed.
- Monitor the firm's ongoing performance.



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