

NETWORK MONITORING WITHOUT IT EXPERT CHECKLIST



Executive Tool for Small Business IT Oversight

Built for business owners and operations leaders without full-time IT staff. Use this checklist to evaluate network monitoring capabilities, risk exposure, and visibility.



How to Use

1. Takes 20–30 minutes
2. Check each box that applies
3. Count the total number of checked items
4. Identify monitoring and security gaps

1

Monitoring Strategy & Tools

- Document network monitoring goals
- Identify key systems to monitor
- Select appropriate monitoring tool(s)
- Define metrics to track (uptime, bandwidth)
- Document alert thresholds and channels
- Assign owner for monitoring oversight

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Alerts & Incident Detection

- Configure automated alerts for failures
- Set alert channels (email, SMS, dashboard)
- Define critical vs non-critical alerts
- Test alert delivery and read receipts
- Document escalation steps for alerts
- Review alert history monthly

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Visibility & Data Collection

- Enable device status monitoring
- Collect logs from routers and switches
- Track real-time network performance
- Monitor bandwidth usage trends
- Capture intrusion and anomaly logs
- Ensure logs are stored securely

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Security & Intrusion Monitoring

- Enable intrusion detection capabilities
- Track unusual outbound connections
- Audit access points for suspicious devices
- Monitor for unauthorized logins
- Validate firewall alerts are logged
- Review security incidents weekly



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Reporting & Review

- Generate weekly monitoring reports
- Review uptime and performance trends
- Identify recurring issues and patterns
- Document resolution timelines
- Share monitoring insights with leadership
- Adjust monitoring settings based on findings

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Support & Response Readiness

- Document first-response procedures
- Assign internal point of contact
- Define external support contacts (vendors)
- Establish incident response timeline
- Test response process periodically
- Review support performance quarterly



Scoring Model

- Count the total number of checked items
- Total Possible Score: 36
- 0–12 → High Risk
- 13–24 → Moderate Risk
- 25–36 → Controlled / Visible & Ready



Immediate Red Flags

- No monitoring goals documented
- No alerts configured
- No intrusion or anomaly detection
- No review or reporting process
- No assigned owner for monitoring
- No escalation procedures



Next Step

If your score indicates exposure, schedule a Network Monitoring Readiness Assessment.

Network Monitoring Readiness Assessment