

IT Policy Health Checklist



IT policies play a critical role in guiding technology use and keeping data safe. They support decision-making, shape staff behaviour, and ensure compliance with standards and regulations. Yet many policies are outdated, inconsistent, or poorly communicated - creating unnecessary risk and confusion.

This checklist helps you assess the quality and effectiveness of your organisation's IT policies. Use it as a quick self-assessment to identify gaps, set priorities, and strengthen your approach to policy management.

Step 1: Policy Structure and Quality



A policy guides decision-making by expressing an organisation's values, goals, and principles in a clear, concise, and actionable manner.

When creating or maintaining a policy, ensure it:

- ☐ Includes a clear title.
- ☐ Has an introduction outlining the purpose and scope.
- ☐ Defines objectives and key terms.
- ☐ Allocates responsibilities.
- ☐ Details procedures, and realistic expectations.
- ☐ Clearly communicates the consequences of non-compliance.
- ☐ Is concise and easy to read.
- ☐ Is consistent with existing principles and purposes.

Step 2: Alignment with Standards



Check whether your policies reference or align with standards and best practice guidance such as:

- | | |
|---|--|
| ☐ ISO 27001 / ISO 27002 | ☐ Cyber Essentials Plus |
| ☐ PCI DSS | ☐ Cyber Assessment Framework |

Step 3: Policy Health Assessment



For each policy, answer the following:

- ☐ Has it been reviewed or updated in the last 12 months?
- ☐ Is there a designated owner responsible for updates and enforcement?
- ☐ Can staff easily locate and access the policy when needed?
- ☐ Is the language understandable and the content actionable for your team?
- ☐ Are employees regularly trained or reminded about the policy?
- ☐ Do you track engagement or acknowledgments?
- ☐ Are policies reviewed after security incidents, audits, or regulatory updates?
- ☐ Is there a process to apply updates as systems, regulations, or risks change?

Step 4: Priority Check



- ☐ Assess how your policies stack up against steps 1 to 3.
- ☐ Create a priority list to address identified issues.

Step 5: Next Steps



- ☐ Create a timeline to review and refresh the policies.
- ☐ Identify and engage stakeholders for input on policy content.
- ☐ Consider external guidance or a structured service to streamline updates.

Fill the Gaps With Policy Management as a Service

If your checklist shows gaps, you're not alone. Most organisations find IT policy management to be time-consuming and complex. Our Policy Management as a Service solution makes it simple, with expert-written, easy-to-read policies that are aligned to international standards and best practice guidance - delivered in weeks, not years. Ready to see how it works?

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