

BYOD Policy Development Checklist

This checklist is designed to help small and medium sized businesses develop and implement a BYOD policy within their organisations. While not an exhaustive list of all considerations, its purpose is to trigger the policy development process. Companies need to carefully consider individual circumstances based on the business, industry and government regulations within which they operate.

| DESIGN | |
|--|--------------------------|
| Clearly identify and articulate the business need being addressed by offering BYOD. <ul style="list-style-type: none"> • Cost Efficiencies • Employee Satisfaction/Engagement • Workforce Mobility | <input type="checkbox"/> |
| Conduct a risk assessment and identify potential barriers to successful implementation of BYOD. | <input type="checkbox"/> |
| Identify the target user groups: for example, employees, contractors and/or partner businesses' employees. | <input type="checkbox"/> |
| Consider whether internal policies may need to be updated to reflect BYOD requirements and/or potential crossover with the BYOD Policy. <ul style="list-style-type: none"> • ICT Security Policy • Code of Conduct | <input type="checkbox"/> |
| Consider all Human Resource and/or employee relations implications of introducing a BYOD policy. | <input type="checkbox"/> |

| SETUP | |
|--|--------------------------|
| Assess internal/external expertise required for successful deployment. | <input type="checkbox"/> |
| Determine the Mobile Device Management (MDM) solution (including provided 'as a Service') required. | <input type="checkbox"/> |
| Determine whether the company will cover some or all costs incurred in the use of the BYOD for work purposes. Consider; <ul style="list-style-type: none"> • Tax Implications • Employee take-up of BYOD | <input type="checkbox"/> |
| Determine how to manage new, existing and departing employees throughout the lifecycle of the program. | <input type="checkbox"/> |
| Determine how the record of enrolled devices will be stored. | <input type="checkbox"/> |

| OPERATION | |
|--|--------------------------|
| Determine how the agency will monitor compliance with the Policy. | <input type="checkbox"/> |
| Assess the impact (if any) of BYOD support requirements on resources. | <input type="checkbox"/> |
| Determine a base level of device capabilities/operating systems and level. | <input type="checkbox"/> |
| Determine the base level of security required on BYODs. | <input type="checkbox"/> |

We help SMBs adopt cloud and mobile technologies that allow them access to reliable, secure and inexpensive yet powerful tools to make their good business, Great!