

# 12-Month IT Cadence

A wall-poster for the SME ops team – every renewal and audit through the year.

<p><b>January</b></p> <ul style="list-style-type: none"> <li>● SSL certificate audit</li> <li>■ Q4 close</li> </ul>	<p><b>February</b></p> <ul style="list-style-type: none"> <li>● Cyber-insurance prep</li> <li>■ Asset register quarterly check</li> </ul>	<p><b>March</b></p> <ul style="list-style-type: none"> <li>■ Spring Statement budget review</li> <li>● Cyber-insurance renewal window</li> </ul>	<p><b>April</b></p> <ul style="list-style-type: none"> <li>■ UK personal tax year end (5 Apr)</li> <li>▲ Hardware refresh quarterly plan</li> </ul>
<p><b>May</b></p> <ul style="list-style-type: none"> <li>● CE+ recertification window opens</li> <li>■ SharePoint archive review</li> </ul>	<p><b>June</b></p> <ul style="list-style-type: none"> <li>● SSL mid-year renewals</li> <li>■ Backup restore test</li> </ul>	<p><b>July</b></p> <ul style="list-style-type: none"> <li>■ Q2 close</li> <li>■ Asset register quarterly check</li> </ul>	<p><b>August</b></p> <ul style="list-style-type: none"> <li>● Software licence audit</li> <li>▲ Pen-test schedule</li> </ul>
<p><b>September</b></p> <ul style="list-style-type: none"> <li>● CE+ recertification cutoff</li> <li>■ IT budget for next FY</li> </ul>	<p><b>October</b></p> <ul style="list-style-type: none"> <li>▲ Hardware lifecycle review</li> <li>■ Q3 close</li> </ul>	<p><b>November</b></p> <ul style="list-style-type: none"> <li>● Cyber-insurance pre-renewal (if Nov renewal)</li> <li>■ Year-end planning</li> </ul>	<p><b>December</b></p> <ul style="list-style-type: none"> <li>■ Backup restore test</li> <li>■ Asset register quarterly check</li> </ul>

**LEGEND**

- Renewals & recurring
- Audits & reviews
- ▲ Refresh & lifecycle

**KEY TERMS**

- SSL – certificate that puts the padlock in browsers.
- CE+ – Cyber Essentials Plus, UK government's cyber-hygiene certification.
- Pen-test – penetration test, a security firm trying to break into your systems on purpose.
- FY – financial year.