Automated Backup Configuration Checklist

General Settings

☐ Define backup scope (databases, folders, systems)

☐ Set backup frequency/schedule

☐ Configure retention period for backups

Storage

☐ Select backup storage location

☐ Verify sufficient storage space

☐ Test write permissions on storage

Security

☐ Ensure backups are encrypted

☐ Limit access to backup files

☐ Store backups offsite or in cloud

Monitoring & Testing

☐ Enable backup success/failure notifications

☐ Schedule periodic backup restore tests

☐ Review backup logs regularly

Documentation

☐ Document backup configuration and procedures

☐ Update and review checklist regularly