Pragmatic GRC™

G-004

Weekly Operations Checklist

Governance Resource | Version 1.0 | Recurring Weekly Review

Document Information

Resource ID	G-004
Resource Family	Governance
Related Chapters	6
Related Resources	G-002 (Monthly GRC Heartbeat™ Checklist), F-001
Version	1.0
Status	Initial Release

Purpose

The Weekly Verification Rhythm is a brief operational review — typically about 15 minutes — that confirms routine business controls continue functioning as expected. It is not a formal audit. It is a predictable checkpoint that catches small issues while they are still small, before they surface at the next Monthly GRC Heartbeat™.

Responsible Party

Primary	Operations Manager or Office Manager
Supporting	Business Owner, IT Manager or MSP, as needed
Duration	Approximately 15 minutes

Weekly Checklist

☐ Confirm scheduled backup jobs completed successfully; investigate any failures.

☐ Verify employees or contractors who departed this week have been fully deprovisioned — email, cloud services, VPN access, and business applications.

☐ Review critical system alerts, vendor notifications, and unresolved support tickets that could affect business operations.

☐ Confirm newly deployed hardware, software, or cloud services have been documented in the Master Asset Register.

☐ Identify new business risks, technology changes, or operational issues to raise at the next Monthly GRC Heartbeat™.

☐ Verify action items from last week's review have been completed or appropriately reassigned.

Notes / Items to Raise at Next Monthly GRC Heartbeat™

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Related Resources

- G-002 — Monthly GRC Heartbeat™ Checklist
- F-001 — Master Asset Register