

Software Update Management Tool

Instructions for Use:

This worksheet will help you keep track of the software updates required to keep your organization running securely.

1. Inventory all software used by your organization in Column A. The examples listed on the worksheet are meant to get you started. Add a row for any software you use that is not listed and delete a row for any software your business doesn't use.
2. Classify the software as an App, System, or Other in Column B.
 - ✓ App: A type of computer program that performs a specific personal, educational, or business function for end users. Examples: Database (Oracle, MySQL) Word Processing (Microsoft Word, GoogleDocs), Enterprise (Office365, HubSpot), Communication (Zoom, Skype), Email (Microsoft Outlook, Gmail)
 - ✓ System: A type of computer program that runs a computer or devices hardware and applications. Examples: Microsoft Windows, MacOS, Google Android, LINUX
 - ✓ Other: Programming software (GitHub, Notepad++), utility (Anti-Virus, Task Manager)
3. Determine who is responsible for the update of the software in Column C. Is it the user, IT department, the vendor, etc.?
4. Determine who is accountable for ensuring the update is completed in Column D. Is it the Cyber Leader, IT department, etc.?
5. List who uses the software (All employees, marketing, sales, accounting) in Column E
6. Refer to the Prioritization Worksheet in your Business Continuity Plan to rank the priority of each software in Column F.
7. Use information in columns B – F to determine if auto update should be enabled in Column G
8. Record the date of the last update completed in Column H.

Software	Who is responsible for updating it?	Who uses it?	Priority	Auto-Update Enabled	Date Last Update Completed
Apple iOS	User	All employees	High	Yes	
MacOS					
Microsoft Windows					
Office365					
PayPal					
QuickBooks					
Slack					
Square					
Xero					
Zelle					
Zoom					