



Tactical-Moves IT SOLUTIONS CHECKLIST

Network design for small business

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Tactical-Moves.com
IT Department



Small Business IT Assessment

Streamline your business

Network Design & Development

Seamless integration

Data Acquisition & Development

Data Mining / Utilizing data

Branding-Business Identity

Company image

Marketing

Jump start your business

Market Research

Identify & Investigate



Tactical Moves Services specialize in providing IT solutions to small businesses in the Boston Metro area.

Important - Read This: This information is intended to provide general information only which may not be applicable to your particular circumstances.

IT Checklist for a Small Business

By: Tactical-Moves IT department

Information Technology (IT) can be a real headache for small business. Here are some of the key questions you should consider when setting up your office.

Initial set up of office

- Is there existing cabling for phones and computers? Yes / No
- Any additional cabling required? Yes / No
- Extra outlets to take advantage of any expansion in your organization? Yes / No
- Floor plan for layout of office equipment? Yes / No

Hardware

- Are stand-alone computer systems / network configuration required? Yes / No
- PC or MAC platform?
- Client / Server OR Peer to Peer Set up? _____
- Configured with Mirrored / Backup Drives?
- Number of workstations / notebook computers required for your staff? _____
- What peripherals are required? _____
- Printer Network / Stand Alone
- Fax Machine / Scanners Network / Stand Alone
- UPS – Uninterrupted Power Supplies
- Multifunction Units Network / Stand Alone
- Telephone System Network / Stand Alone
- Audio Visual Products Camera / Projector / Monitor / Speakers
- Is a wireless setup preferable in your environment? Public / Private

- Will any of your staff require mobile technology? Tablet / Notebook / Home Office
- Mobile Phone
- PDA
- Blackberry
- Mobile Internet



Software

- Operating System software for your business? Windows / Macintosh
- Server Microsoft / Linux Yes / No
- Set up directories, drives and sharing on your system
- What application software will be required to run your business?
- Office applications
- Accounting Software
- Anti-Virus software
- Specialized software for your industry
- Is it more efficient for you to buy software licensing?
- How many licenses?
- Do you need to allow for staff growth in the number of licenses purchased?

Email / Web Site Considerations

- Do you plan to have a Website? Yes / No
- Purchase of Domain name Yes / No
- Creation of Website Yes / No
- On-line Shop Yes / No
- Maintenance of Website Yes / No
- Hosting services for your Email Domain and Website Yes / No
- Set up of Email addresses and security profiles for Staff? Yes / No

Maintenance

- What sort of Backup system will you need to secure your data?
- Tapes Yes / No
- USB Drives Yes / No
- CD / DVD media Yes / No
- What backup system regimen will you follow – Daily, Weekly? _____
- Where will you store backup media – offsite location? _____
- Should you enter a Server Maintenance Program to ensure maximum performance from your network? Yes / No
- Physical security for all hardware and software? Yes / No
- Locked areas
- Air conditioned
- Well ventilated
- Administration of network – in house staff or external IT professionals?
- Download of updates and patches for software used in the firm?

Office Procedures

- Standardized documents
- Fax
- Quote Template
- Letterhead
- Invoice Template
- Contracts
- Purchase Orders etc.
- Databases
- Client contact information
- Mailing Lists
- Create IT policies regarding rules of access and usage
- Personal use of Internet and E-mail
- Passwords for access / regularly change passwords

Technology Training

- Does your staff require training in computer applications? Yes / No
- Updating skills when new versions of software are released? Yes / No
- Training in more efficient methods using desktop applications? Yes / No

IT Consumables

What technology consumables should be kept in stock?

- Ink cartridges
- Laser toners and drums
- Disk media – CD / CDRW / DVD / DVDRW
- Paper supplies / Labels
- Ribbons

Notes
