

IT Systems Health Check Questionnaire

General

- Are computer issues causing us lost productivity?
- What is the cost to our business?
- Is someone currently responsible for monitoring and maintaining the health of our Network?

Backup

- What is the current backup strategy?
- If so, does it fulfil these criteria
 - Offsite
 - Offline
 - Incremental
 - Is it tested?
- Having made a risk management plan, does our backup strategy cover us to an acceptable level?

Network

- Does poor internet performance cause lost productivity?
- Is the internet connection appropriate for our needs?
- Is the Network configured appropriately to fully utilise the internet connection?
- Is our Network stable and secure with the latest updates?

Data Availability

- Do our staff have access to the information they need? Wherever and whenever they need?
- Can our staff effectively work from home or remote locations? Do we want them to?
- Does our data synchronise in a way that support the work we do?

Planning and Compliance

- How do we plan our hardware acquisitions and life cycles to manage costs?
- Could the performance of our Macs benefit from more memory or storage?
- Are there any particular concerns in my technology that I have?