



AJTECHNOLOGY

Business IT Specialists

### IT CHECKLIST FOR NEW & UPGRADING BUSINESSES

**BUSINESS NAME & LOCATION:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

TASK ITEM	PERSON RESPONSIBLE	DATE STARTED	DATE COMPLETED	COMMENTS
<b>Review the physical environment</b>				
• Conduct a site audit for cabling, data points, etc				
• Ensure computer locations allow for good ventilation/air-conditioning				
• Ensure the server location is secure and well ventilated				
• Determine the Internet speed and capabilities for the site				
• Ensure correct cabling has been installed				
• Ensure the hardware (e.g. monitors, printers) fits the available space				
• Contact Telstra to identify local Telstra exchange to ensure Internet and phone availability				

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• Review power circuits, circuit boards and electrical circuits to ensure they are able to accommodate equipment requirements				
<b>Assessing Software</b>				
• Make a list of the needs that the software must be able to fulfill, e.g. off-site access, remote access				
• Test and assess a number of software packages – review suitability for your business, connectivity between client management, sales and accounting software if relevant				
• Discuss with colleagues their experiences with various software packages				
• Review information relating to upfront and ongoing costs for software including licensing, training and upgrades				
• Determine hardware requirements for chosen software				
<b>Hardware</b>				
• Ensure hardware components are compatible with each other as well as the software				
• Ensure there is built in redundancy with hardware and peripherals.				
• Check that equipment will meet current and future needs (consider depreciation schedule)				
• Ensure hardware to be used for remote				

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access is suitable				
<ul style="list-style-type: none"> <li>Assess warranty specifications of equipment, including length of warranty, on-site vs return-to-base, parts only, etc.</li> </ul>				
<b>Networking</b>				
<ul style="list-style-type: none"> <li>Ensure computers and peripherals are appropriately networked</li> </ul>				
<ul style="list-style-type: none"> <li>Ensure remote log in set up (if required) is functional and secure</li> </ul>				
<ul style="list-style-type: none"> <li>Ensure wireless networking (if required) is functional and secure</li> </ul>				
<ul style="list-style-type: none"> <li>Ensure Internet access is secure; firewall is installed and tested</li> </ul>				
<b>Other Set up Requirements</b>				
<ul style="list-style-type: none"> <li>Ensure all staff and sub contractors have individual log ins and passwords allowing access at an appropriate level</li> </ul>				
<ul style="list-style-type: none"> <li>Enable secure administrator log in</li> </ul>				
<ul style="list-style-type: none"> <li>Develop and implement back up strategy including an off-site back up option</li> </ul>				
<ul style="list-style-type: none"> <li>Ensure staff are trained to monitor results of back up process</li> </ul>				
<ul style="list-style-type: none"> <li>Develop, document and implement and disaster recovery plan</li> </ul>				
<ul style="list-style-type: none"> <li>Develop, document and implement an email and Internet usage policy for staff and sub contractors</li> </ul>				

TASK ITEM	PERSON RESPONSIBLE	DATE STARTED	DATE COMPLETED	COMMENTS
<ul style="list-style-type: none"> <li>• <b>Anti virus software is installed on all computers; automatic updating and running of the virus definitions is scheduled</b></li> </ul>				
<ul style="list-style-type: none"> <li>• <b>Consider installation of Internet filtering software to limit access to undesirable web sites, social networking sites, etc.</b></li> </ul>				
<ul style="list-style-type: none"> <li>• <b>Develop and implement an IT training schedule</b></li> </ul>				
<ul style="list-style-type: none"> <li>• <b>Register a domain name</b></li> </ul>				
<ul style="list-style-type: none"> <li>• <b>Organise an email/web host</b></li> </ul>				
<ul style="list-style-type: none"> <li>• <b>Set up email addresses (use positions rather than names for staff email addresses, e.g. reception@businessname.com.au)</b></li> </ul>				
<ul style="list-style-type: none"> <li>• <b>Ensure asset register includes all IT hardware, software and peripherals including serial numbers (also critical for insurance purposes)</b></li> </ul>				
<ul style="list-style-type: none"> <li>• <b>Ensure all product keys and passwords are kept in a secure location</b></li> </ul>				
<ul style="list-style-type: none"> <li>• <b>Develop a computer/IT maintenance plan</b></li> </ul>				
<ul style="list-style-type: none"> <li>• <b>Make an appointment with A J Technology to discuss the hassle-free IT set up of your new practice</b></li> </ul>				