



THE ULTIMATE TECHNOLOGY CHECKLIST



For small businesses

Don't know where to start when it comes to organizing technical things your work area include?

Scroll down and you will find an ultimate checklist that your business should follow.



ORGANIZE TO MESMERIZE!!!

Are you stuck in organizing technology that your workplace include?



Don't know where to start when it comes to organizing technical things your work area include?

Just don't worry!!

We BLL came up with a well-organised checklist for technology.



TECHNOLOGY CAN HELP SMALL BUSINESS OWNERS LEVERAGE LIMITED CAPITAL IN SMARTER, MORE EFFECTIVE WAYS

Technology allows businesses to find a company's information as well as customers information quickly. Hence it is important to organize technology at your workplace.

We know it is not easy as it looks that is why we have created this comprehensive checklist to help you end your technical problems.

We will cover following points in this checklist:

- Network / Connectivity (Internet, Local/Wide Area Network, MPLS)
- Phone System
- Software
- Email
- Website
- Hardware
- IT Services & Outsourced Support



1. NETWORK / CONNECTIVITY (INTERNET, LOCAL/WIDE AREA NETWORK, MPLS)

Choosing network services that are reliable, secure, and high-performance is critical for success. Nothing kills productivity faster than network downtime or congestion and the inability to respond to customer and prospect needs in real-time can cost lead to lost revenues

- First check what kind of network your business needs such as intranet, extranet, internet.
- Check to see what (if any) carriers and Internet services providers are available near to your workplace?
- Check how much data your workplace consume and choose data plan accordingly.
- Check what type of VPN network is required for your work.(for ex. remote vpn or site to site vpn)

2.PHONE SYSTEM

Even with the increased use of alternate forms of communication by way of email, text messaging and social networking, businesses will still need a dependable phone system for the foreseeable future.

- Check which system is right for you –
 - 1.Traditional PBX,
 - 2.Hosted PBX/VoIP,
 - 3.Cloud-hosted PBX/VoIP,
 - 4.Personal/mobile phones.

- Check for how many users/business lines/handsets will you need

- Check whether these features are important to your business –
 - 1.Hunt groups,
 - 2.Reporting,
 - 3.Flexible on-hold options,
 - 4.Online voicemail access/user interface.

3.SOFTWARE

Most small and medium simply cannot function without the use of several different kinds of software. Not only does software make many business processes easier and more efficient, it also makes them more accurate, reliable, and portable.

Check whether these application software will be required to run your business.

Office

- Office applications
- Accounting software
- CRM/Marketing software (SalesForce, Eloqua, HubSpot)
- Customer Service/Order/Ticket Management
Inventory Management
- Customer/Partner Portal
- Enterprise resource planning softwaresERP (SAP, Oracle)

- Virtualization software (VMware, Citrix)
- Server/Database software (SQL Server)
- Antivirus software (Ingram, Norton, McAfee)
- Specialized software for your industry
- File-sharing software (DropBox, SharePoint, Google Apps)
- Project management/Collaboration software
- Graphic Design/Video software
- Development software

4.EMAIL

Businesses use email to communicate with clients in a variety of ways including customer service, invoicing and marketing. They use email to receive bills from vendors and to send internal communication with employees. Email is the most cost-effective and time-efficient form of communication, especially when contacting large groups of people. Because this is one the most critical business functions, it is important to consider the following.

- Check if need corporate email accounts? If so, how many.
- Check for size/storage requirement you need for your emails.
- Will you be integrating email with other apps like CRM, Ticketing, ERP?
- Will you need archive, backup and recovery services for your emails?

4.WEBSITE

A professional looking, easy to navigate, and informative website is one of the best ways to establish the legitimacy of a business of any size. On the flip side, a poorly designed or outdated website is one of the easiest ways to lose credibility with potential or existing clients. Today, it can be essential to think about the following in regards to your website needs.

- Identify which website design you required?(For ex. dynamic or static)
- See if your website feature database/resource intensive application such as Magento, WordPress, or other database-drive content management system?
- Will you require a secure/log-in section of the website? SSL certificate/encryption?
- Will you need website development services? Regular website maintenance?

5. HARDWARE

Nearly all businesses rely on hardware to function. Because of the capital expenditure necessary to purchase hardware, this may very well be the most critical decision that your business will undertake. Some considerations to take into account include the following.

- Do you need data center infrastructure – Servers, Storage, Switches/Routers, Firewalls, Other appliances?
- Check out which peripherals are required – Printer, Fax Machine / Scanners, UPS – Uninterrupted Power Supplies, Multi function Units, Audio Visual Products?
- If you have conference Room then look for this: Projector for conference room with screen, laptop tie-in to TVs for presentations, three pin cables, remote.

6. IT SERVICES & OUTSOURCED SUPPORT

IT professionals are more in demand than ever, making it either harder to find a qualified employee, or cost-prohibitive to hire. Nevertheless, due to businesses dependence on their Internet, email, software & hardware systems, it is crucial to have an expert to rely on when something goes wrong. Some things to consider about IT Services include the following.

- Search for in-house IT headcount / team. Check out their capabilities.
- Prepare your IT policies and procedures.
- Hire someone trust worthy for creating IT policies regarding rules of access and usage – Personal use of Internet and E-mail, Passwords for access / regularly change passwords.

LET'S GET TO THE CONCLUSION QUICKLY!

With so many technology options available in network, phone systems, email, software, hardware, websites, backup & disaster recovery, and IT Services, we know that it can be overwhelming at times. However, we hope this checklist has been helpful to all those small business owners out there that are considering if these technologies will be the right fit. We wish you much success as your company grows. As always, if you have any questions regarding the list – or would like some help with procuring the right technology for your business – please let us know.

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About BLL

[BLL \(Business Leadership League\)](#) is a community of aspiring businesses. The businesses which want to grow, scale-up and create value for all stakeholders

If you are looking for growth, this is the right platform and network for you.

In the new order, the way of doing business has gone through a drastic shift....so how do you cope up. You need to be a part of business ecosystems to unleash the power of collaboration.

Your network is your net worth, so Join the BLL community today for opportunities to-

To Network and generate leads

To get access to relevant business tips

To access business meets

To get access to business services

To grow together and contribute to each other Let's share our stories.

Let's join hands and reinvent ourselves to stay relevant.

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