



Business IT Diagnostic Worksheet.



BUSINESS IT DIAGNOSTIC WORKSHEET: SYMPTOMS

	Internet and Network Security	Back Up and Disaster Recovery	Internet Service	Network Reliability & Speed	Physical Security	Phone Service
The Best it Can Be	Our computers and internet are really fast and reliable, which helps everyone do their jobs without problems. We're ahead of the game in stopping hackers, and we use the cloud to make our work easier and safer.	We have the best way to save our information so we can get it back right away if needed, and our disaster plan is tested and works great, making sure we can keep working no matter what.	Our internet is super reliable and fast, with plans in place for growth and using new technology.	Our network is top-notch, with super-fast speeds and reliability. It can grow with us as we need more from it.	We have advanced security with systems that control access, watch with cameras, and alert us in real time if there's a problem.	Our phone service is excellent with all the features we could want, works perfectly, and fits right in with our business systems.
• Works Well	Our computers and internet are fast and don't stop working much, so we can do our work well. We have strong protections against hackers and a good plan to save and get back to our work if something goes wrong.	We regularly save our information in different places and have a detailed plan for getting back to work quickly if something bad happens.	The internet is fast and works well for what we need now and a little bit of growth.	Our network is fast and doesn't go down often, even when we're using it a lot.	We control who can enter with a good system, have cameras watching, and systems to alert us if someone tries to break in.	Our phone service is really good and has features like automatic answering and app integration, with hardly any problems.
Kind of Working	Our computers and internet work okay for now, but sometimes they still have problems. We've got some protection against hackers and a basic way to save our work if we need to.	We save our important information in one place and have a basic plan if something bad happens, but it could take a long time to get everything back.	The internet works okay most of the time but can slow down when a lot of people are using it.	Our network is okay for what we need right now, but sometimes it gets slow when too many people are using it.	We have basic security like locks and alarms, but we need better control over who can get in.	Our phone service works okay and has the basic things we need, but sometimes the quality isn't great.
Need Some Work	Our internet and computer systems have a lot of problems. They're slow, stop working a lot, and it's easy for bad guys (hackers) to break in. We also don't have a plan for saving our work safely if something really bad happens.	We don't really save our important information regularly, and we don't have a plan for what to do if a disaster happens.	The internet often goes out, is slow, and doesn't have enough power for everything we need.	Our internal network often stops working or is slow, making it hard to get work done.	We don't have many security measures to stop people from getting into places they shouldn't be.	Our phone service often has problems, making calls sound bad and lacking cool features.



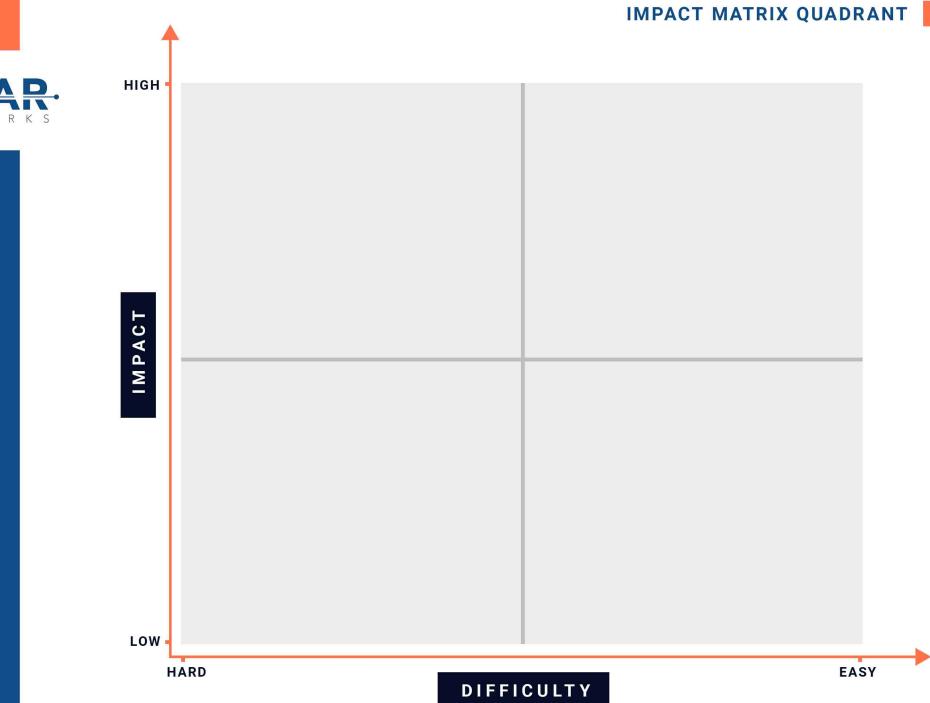
BUSINESS IT DIAGNOSTIC WORKSHEET: HOW TO MAKE IT BETTER

	Internet and Network Security	Back Up and Disaster Recovery	Internet Service	Network Reliability & Speed	Physical Security	Phone Service
The Best it Can Be	We should always look for new and better ways to keep our computers and internet fast and safe. This includes staying up-to-date on how to stop hackers and using the best technology out there.	Always look for better ways to save our information and keep our plan up to date, teaching everyone how to be ready for emergencies.	Always check how well our internet is working and think about even better solutions, like getting our own dedicated internet line.	Keep looking at new network technologies to make sure our network stays fast and reliable.	Always look for new threats and ways to improve our security, use the latest security technology, and practice emergency plans.	Always be on the lookout for new technology that can make communication even better, and keep our phone system ready to grow with us and support working from anywhere.
• Works Well	We should always look for new and better ways to keep our computers and internet fast and safe. This includes staying up to date on how to stop hackers and using the best technology out there.	Keep testing and updating our plan, look into better ways to save our information, and teach everyone what to do if we need to recover from a disaster.	Get a backup internet connection and keep an eye on how much internet we use to adjust our plan.	Use more advanced tools to manage and watch over our network, and invest in better routers and switches.	Regularly check and test our security systems, do security checks, and teach everyone about staying safe.	Use solutions that bring together all our communication, and look into adding more business tools.
Kind of Working	We should make our computers and internet work faster and more reliably. We need better protection against hackers and a better plan for saving our work if there's a problem.	Save our information in more than one place, like in the cloud, and make our disaster plan better so we can get back to work faster if needed.	Make rules to make sure important work gets the internet first and plan to get more internet power as we grow.	Divide the network into sections for different uses, upgrade to faster network switches, and think about making our wireless network better.	Upgrade electronic systems that control access, put cameras in important spots, and make security policies.	Upgrade our plan to include more features like voicemail-to-email, and make sure we have enough internet for internet phones.
Need Some Work	We need to make our computers and internet work better and protect them from hackers. We also need to make a simple plan to save our work safely if something goes wrong.	Start saving our information regularly and make a simple plan for what to do if something bad happens.	Look for a better internet company, ask for better service, and think about getting a better plan.	Upgrade our network equipment and start monitoring our network to find and fix problems quickly.	Put in basic locks, think about getting an alarm system, and make rules for visitors to sign in.	Look at different phone companies or plans, think about using internet phones for better features and growth.

NOTE:

Each of these steps is like a ladder for a small business to climb, making sure its technology helps the business grow and stay safe rather than getting in the way.







THE RNT FOCUS FINDER START DATE

END DATE

Right Next Thing #1	Next Actions	When this is done, we can successfully	Potential Next Projects			
		What could break or need an upgrade				
Right Next Thing #2	Next Actions	When this is done, we can successfully	Potential Next Projects			
		What could break or need an upgrade				
Right Next Thing #3	Next Actions	When this is done, we can successfully	Potential Next Projects			
		What could break or need an upgrade				