

“DO IT YOURSELF” TECHNOLOGY AUDIT

HARDWARE

1. WORKSTATIONS

How many devices fall under your care?



PC's

Laptops

Phones

Do your devices have a valid warranty?

If not, have you considered purchasing extended warranty?

Yes

No

What age are your devices?

We recommend replacing devices any older than 5 years.

up to
2 yrs

2-4
yrs

4 or
more yrs

Do your staff take their work stations or laptops out of the office?

Yes

No

Do they store business data on the devices used away from the office?

Yes

No

If yes...

Can the devices be remotely wiped?

Yes

No

Are they encrypted?

Yes

No

What operating system is on your devices?

If PC



>



>

System > About

If Mac



>

About this Mac

Windows 7

Windows 8

Windows 10

Other
(please specify)

FYI: Windows 7 and 8 are no longer supported by Microsoft so we strongly advise you to upgrade to Windows 10.

2. SERVERS

How many servers fall under your care?



Servers

Are they physical or virtual?

Physical

Virtual

Do your servers have a valid warranty?

If not, have you considered purchasing extended warranty?

Yes

No

What age are your servers?

We recommend replacing servers every 5 years.

up to
2 yrs

2-4
yrs

4 or
more yrs

Do your business critical servers have power protection?

All servers or important PCs should have a UPS power system to keep them online in the event of power failure.

Yes

No

MAKE

MODEL

A UPS provides emergency power to keep hardware on in the event of a power surge/cut.

What operating system is on your devices?

Server 2016

Server 2019

Other
(please specify)

3. PRINTERS



How many printers fall under your care?



Printers

MAKE

MODEL

Do your printers have a valid warranty?

If not, have you considered purchasing extended warranty?

Yes

No

What age are your printers?

We recommend replacing printers after 5 years.

up to
2 yrs

2-4
yrs

4 or
more yrs

4. NETWORKING

What is the make and model of your Router?

Make



Model

MAKE

MODEL

Do you have an additional network switch?

Yes

No



If yes...

MAKE

MODEL



Use [speedtest.net](https://www.speedtest.net) to measure your internet bandwidth

UPLOAD:

DOWNLOAD:

PING:

How many people use your internet?

people

What type of internet do you have?

DSL

FTTC

FTTP

Leased

Other
(please specify)

Do you have a backup internet line in case of failure?



Yes



No

SOFTWARE

5. EMAIL

 **What email platform are you on?** 


Local Exchange Hosted Exchange Office 365

Other (please specify)

6. DATABASES

What databases do you use?

Please specify:



7. REMOTE ACCESS

What do your staff use for remote access?

VPNs Terminal Services Citrix

Other (please specify)

8. FILE SHARING


What do your staff use for file sharing?

OneDrive SharePoint Dropbox Google Drive

Other (please specify)

SECURITY

9. PASSWORDS

Do you have a password policy in place? 

Yes No


This should include encouraging...

- Complex passwords
- Changing passwords regularly
- Two factor authentication (2FA)

10. ANTIVIRUS

What, if any, anti-virus software is in place currently?

Please specify:




NOTE: If you have no antivirus, or only a free/basic version, we recommend upgrading.

11. BACKUPS

Do you have a working backup for EACH device?	Does it back up to the cloud or an external drive?
Yes <input type="checkbox"/> No <input type="checkbox"/>	Cloud <input type="checkbox"/> External Drive <input type="checkbox"/>

What backup software do you use? Is it encrypted?

Please specify:

 **How regularly do your backups happen?**

We recommend once per day.

Please specify: