

To determine if your business or organization could benefit from additional IT services, we've compiled a short checklist, focusing on both productivity and risk management. Take the time to score each question accurately, and review the total at the bottom.

Business Operations and Productivity Questions

On a scale of 1 (least) to 5 (most), how much do you agree with each of the following statements?

	circle a number				
	least				most
1. Our IT systems effectively support our business operations and team collaboration.	1	2	3	4	5
2. IT issues rarely impact productivity and are resolved quickly when they occur.	1	2	3	4	5
3. My employees are well trained in how to use our technology systems.	1	2	3	4	5
4. Our technological systems are integrated and work well together.	1	2	3	4	5
5. Managing technology issues does not distract my team from core job functions.	1	2	3	4	5
6. I am confident we are leveraging the "right" technology to maximize our ROI.	1	2	3	4	5
7. Our IT projects are well-defined and executed on time and within budget.	1	2	3	4	5
8. We effectively identify and evaluate the impact of new technologies on our organization.	1	2	3	4	5
9. We have a technology roadmap that aligns with our organization's strategic plan.	1	2	3	4	5
10. We understand our IT spending for systems, software, and support for the next three years.	1	2	3	4	5
11. Our IT systems are a strategic asset that drives efficiency and profitability.	1	2	3	4	5

Risk Management and Data Security Questions

On a scale of 1 (least) to 5 (most), how confident are you in each of the following statements?

	circle a number				
	least				most
1. Our data is secure, backed up, and available should we ever need it.	1	2	3	4	5
2. We have policies and procedures to ensure our technology is used responsibly.	1	2	3	4	5
3. Our employees are security conscious and able to avoid falling for an email phishing scam.	1	2	3	4	5
4. Our organization will be able to manage ransomware or cyber-attacks effectively.	1	2	3	4	5
5. Our business continuity plan will allow us to continue operations after a disaster.	1	2	3	4	5
6. Security updates are regularly performed on all network-connected systems.	1	2	3	4	5
7. We have an effective methodology to identify and mitigate potential new technological threats.	1	2	3	4	5
8. We proactively monitor, test, and address system and security alerts to minimize liabilities.	1	2	3	4	5
9. If our IT person leaves tomorrow, we will have a good plan for continued support.	1	2	3	4	5

How to Score the Self-Assessment

Add the individual scores for each question above. The maximum score is 100 points.

Total:

Grade:

A: 90-100 points – Your IT operations are among the best in class. Great job!

B: 80-89 points – Your IT is better than most, with some opportunities to close a few gaps.

C: 70-79 points – Your IT is functional with opportunities to improve ROI and/or data protection.

D: 60-69 points – Your technology systems are not returning strong ROI and/or are creating liabilities.

F: 0-59 points – Your IT will likely create a security liability and negatively impacts productivity and profit.