15-STEP I.T. OPTIMIZATION PLAN

☐ Technology Inventory

Take stock of all your technological assets, including hardware, software licenses, and peripherals like monitors, printers, keyboards, etc. Identify what is in use, what needs an upgrade, and what is obsolete and can be decommissioned.

☐ Software Licensing & Subscription Audit

Audit and manage your software licenses and subscriptions meticulously. Ensure compliance, eliminate redundancies, and explore cost-effective alternatives where possible to eliminate unnecessary expenses.

☐ Cloud Services Optimization

Evaluate your usage of cloud services and consider optimizing resources based on actual needs. Monitor and adjust subscriptions to match business demands. Evaluate security protocols for cloud-based services to ensure you're not at risk of a data breach.

☐ Energy Efficiency

Implement energy-efficient practices, such as consolidating servers, using energy-efficient hardware, and optimizing data center cooling. Consider virtualization to reduce the number of physical servers, saving both energy and hardware costs.

☐ Remote Work Infrastructure

Optimize remote work capabilities to support flexible working arrangements. Invest in secure and reliable tools and virtual private network (VPN) solutions, and establish robust protocols for remote access and collaboration.

☐ Data Storage Optimization

Assess data storage needs and implement data archiving strategies to free up primary storage. Are you saving documents you don't need? Are there redundant files that should be removed? Consider cloud storage options for scalability and cost-effectiveness.

☐ Network Performance

Address bottlenecks, invest in robust networking hardware, and consider network optimization technologies to ensure seamless connectivity. Implement quality of service (QoS) settings to prioritize critical applications and services.

☐ I.T. Security Measures

Implement multi-layered security protocols and solutions. Regularly update and patch software. Ensure that antivirus, anti-malware, and other security solutions are up-to-date and active. Conduct regular security audits and employee training.

☐ I.T. Help Desk Efficiency

Invest in automation tools, provide comprehensive training to support staff, and implement a user-friendly ticketing system. Or make sure you're partnering with a managed IT services expert like us!

☐ Mobile Device Management

Implement MDM solutions to manage and secure mobile devices used by employees. Enforce policies that ensure data security on company-issued or BYOD (bring your own device) devices.

☐ Vendor Management

Review vendor contracts and negotiate better terms, or explore competitive options. Consolidate vendors where possible to simplify management and potentially reduce costs. Evaluate vendor cyber security practices to ensure your data is as secure as possible.

☐ Employee Training Programs

Provide ongoing training programs to enhance employees' security awareness. Reduce support costs by empowering employees to troubleshoot common issues independently. Well-informed employees are crucial in maintaining a secure and efficient IT environment.

☐ Hardware Efficiency

Invest in energy-efficient hardware to reduce electricity costs and contribute to environmental sustainability. Consider upgrading to newer, more power-efficient devices when replacing outdated equipment.

☐ Paperless Initiatives

Explore paperless solutions to reduce printing and document storage costs. Implement digital document management systems for greater efficiency and cost savings.

☐ Telecommunications Optimization

Evaluate your telecommunications infrastructure and services. Optimize phone systems, explore Voice over Internet Protocol (VoIP) options, and negotiate telecom contracts to ensure cost-effectiveness.