fasthosts *ProActive*

Your IT infrastructure checklist

as an SME

As a small business, having a robust IT infrastructure isn't just about the tech you need right now, it's about setting the stage for the future of your business. We've created a checklist to help business owners to assess, build, and maintain an IT infrastructure setup that fits their business objectives efficiently and economically.

At ProActive, we'll cater your infrastructure to your specific business, so we'll handle this checklist for you. But reviewing it internally can be a good way of assessing what you already have and where you may need to focus your infrastructure efforts.

Assess your current IT setup

Start by evaluating what you already have at the ready. Identify the tech you use, and consider their age, how well they're working for you, and if your business needs them in its current state. This initial assessment will help you discover areas that need some attention.

To add to your checklist:

· Make a detailed list of all your IT assets
· Check if your current setup meets your demands and can scale as you grow
· Make sure that your systems work well together

Define clear IT goals

Understanding what you want to achieve with your IT infrastructure is a must. Set goals that are SMART – specific, measurable, attainable, relevant, and time-bound.

To add to your checklist:

· Check your IT goals directly support your overall business strategy
· Consider potential business changes and how your IT can adapt

Smart budgeting

Deciding how much you're planning to spend on your infrastructure is important, especially when budgeting as a small business. A smart budget should balance current needs and future growth.

To add to your checklist:

· Make sure you're focused on technologies that offer the most return on investment (ROI)
· Review ongoing expenses, like maintenance, training, and updates

Enhance security measures

In today's digital age, security is vital and protecting your data and systems from cyber threats is a must.

To add to your checklist:

- Set up firewalls, antivirus software, and secure networks
- Keep your software and systems up-to-date to defend against vulnerabilities
- Identify and mitigate potential security risks

Regular training and support for your team

Your IT infrastructure is only as good as the people operating it. Regular training makes sure that your team can use technology effectively and safely.

To add to your checklist:

- Schedule regular training sessions – Cover new technologies, best practices, and cybersecurity
- Provide support resources – Make sure your team has access to IT support when needed

Partner with reliable service providers

Sometimes, the best way to manage your IT is by partnering with experts. Outsourcing can provide you with high-level expertise and more time to focus on your core business.

To add to your checklist:

- Choose providers with specific expertise in SMEs – They should understand your unique needs
- Look for scalable solutions – Providers should offer services that grow with your business
- Evaluate their support and service levels – Make sure they provide quick and effective support

By following this IT infrastructure checklist, business owners can make sure that their technology investments are strategic, cost-effective, and aligned with long-term business goals. Invest wisely, and you'll pave the way for success and sustainability in the digital age.

Remember, your IT infrastructure is a critical foundation for your business – so get ProActive on side! Our team is available to take you through the entire process, taking something off of your plate so you can focus on what you do best – the day-to-day running of your business.