



# THE SMALL BUSINESS ZONE [SBZ]

[www.s-b-z.com](http://www.s-b-z.com)

## IT CONSULTING CHECKLIST

When seeking IT consulting services you should carefully think about the problem you're trying to solve and the services you will need. You have to speak the language and be specific about the type of services you need.

Being specific about the problem you're trying to solve will make it easy for the service provider to solve your problem by providing the correct solution.

This checklist will help you to define the services you need. You can also download and use it.

| #  | Items  |                          |
|----|--|--------------------------|
| 1  | IT/Tech Support (Help Desk) - onsite and remote - 24/7 | <input type="checkbox"/> |
| 2  | Data backup & recovery                                 | <input type="checkbox"/> |
| 3  | Business continuity planning                           | <input type="checkbox"/> |
| 4  | Network design & Planning                              | <input type="checkbox"/> |
| 5  | Networking setup                                       | <input type="checkbox"/> |
| 6  | Network monitoring                                     | <input type="checkbox"/> |
| 7  | Network management (file & print sharing, acct mgmt)   | <input type="checkbox"/> |
| 8  | Data solution implementation                           | <input type="checkbox"/> |
| 9  | Database management                                    | <input type="checkbox"/> |
| 10 | Data security  | <input type="checkbox"/> |
| 11 | PC troubleshooting and repair                          | <input type="checkbox"/> |
| 12 | Software installation                                  | <input type="checkbox"/> |
| 13 | Hardware upgrades                                      | <input type="checkbox"/> |
| 14 | Spyware/Adware remediation                             | <input type="checkbox"/> |
| 15 | Firewall security                                      | <input type="checkbox"/> |
| 16 | Security audits  | <input type="checkbox"/> |
| 17 | Virus detection and removal                            | <input type="checkbox"/> |
| 18 | Wireless networking                                    | <input type="checkbox"/> |
| 19 | Remote access  | <input type="checkbox"/> |
| 20 | Cloud services   | <input type="checkbox"/> |
| 21 | Office moves   | <input type="checkbox"/> |
| 22 | VOIP   | <input type="checkbox"/> |
| 23 | Virtualization   | <input type="checkbox"/> |
| 24 | Payment (monthly, Annual or per call)                  | <input type="checkbox"/> |