

## CHECKLIST FOR A SMOOTH IT UPGRADE

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Upgrading your IT infrastructure is a major step—and with the right planning, you can minimise disruption while setting your business up for long-term success.

Use this checklist to ensure your upgrade aligns with your growth strategy and delivers maximum value.

### Review Your Current IT Setup

- ☐ Evaluate whether your current cloud applications are still effective and well-integrated.
- ☐ Check that your internet bandwidth and connectivity can handle your current and future needs.
- ☐ Identify any bottlenecks in remote or hybrid work environments that could slow down productivity or growth.

### Align IT Strategy with Business Goals

- ☐ Clearly define your business growth objectives and outline the IT resources required to support them.
- ☐ Spot any new technology needs early to avoid rushed, last-minute implementations that may cause disruption.

### Create a Phased Implementation Plan

- ☐ Divide the IT upgrade into manageable phases to reduce risk and complexity.
- ☐ Set clear milestones that align with key stages of your business growth.

### Involve Key Stakeholders

- ☐ Collaborate with management, team leads, and end-users to ensure upgrades meet real-world operational needs.
- ☐ Set up regular feedback sessions to keep IT improvements responsive to evolving business requirements.

## Schedule Ongoing IT Reviews

- ☐ Recognize that IT is not a “set-it-and-forget-it” investment—your strategy should evolve with your business.
- ☐ Plan periodic IT reviews to identify potential gaps and address them proactively.

A successful IT upgrade doesn’t happen by accident—it takes clear planning, input from the right people, and ongoing evaluation. By reviewing your current setup, aligning your strategy with business goals, implementing changes in phases, involving key stakeholders, and committing to regular reviews, you can ensure your IT infrastructure grows alongside your business and continues to meet your needs.

## NEED MORE HELP? CONTACT US

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