## Superhighways Tech Healthcheck (under review)

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## Your Organisation

|  |  |
| --- | --- |
| **Organisation name** |  |
| **Organisation link person** |  |
| **Email address (for mailing list contact)** |  |
| **Health-check date** |  |

## 1 - General

|  |
| --- |
| **1.1 Organisation’s mission:** |
| **1.2 Number of staff & volunteers:** |
| **1.3 When was the organisation established?**  |
| **1.4 What strategic/business plans do you have for the future of the organisation?**  |
| **1.5 Who are your principal funders? Do you expect any major changes to your funding?** |
| **1.6 Who is responsible for fundraising in your organisation?** |
| **1.7 Do you have any other offices? Or remote / home workers?**  |
| **1.8 Any future plans in place, which are likely to affect your IT? *(e.g. new projects, moving plans, new staff etc.)***   |

## 2 - Support & development needs

|  |
| --- |
| **2.1 Identified ICT Support & development needs *(raise at staff meeting).***  |

## 3 - Computer use

|  |
| --- |
| **3.1 What work do you currently use your computers for?**  |
| **3.2 What recent changes to IT have you made?**  |
| **3.3 Have there been any problems with these developments?**   |
| **3.4 Is there any work that you can’t do currently?**   |
| **3.5 What tech is working well in the organisation?** . |
| **3.6 What tech is not working well in the organisation?**  |

## 4 – Organisation devices *(See hardware audit sheet at end)*

|  |  |
| --- | --- |
| **4.1 Do you have an inventory or list of all your IT equipment and software?**  |   |
| **4.2 How many computers do you have in the organisation?** |  |
| **4.3 Do you have a peer-to-peer or server based network?** |   |
| **4.5 How many printers do you have?** |  |
| **4.6 Any other peripherals (e.g. scanner, digital camera, desk top speakers etc)**  |

## 5 - Software audit

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Application** | **Version** | **Licensed?** | **Notes** |
| **5.1 Office suite** |  |  |  |  |
| **5.2 Databases** |  |  |  |  |
| **5.3 Presentations** |  |  |  |  |
| **5.4 Email** |  |  |  |  |
| **5.5 Web browser** |  |  |  |  |
| **5.6 Accounting**  |  |  |  |  |
| **5.7 Anti-virus** |  |  |  |  |
| **5.8 Website** |  |  |  |  |
| **5.9 Social Media** |  |  |  |  |
| **5.10 Newsletters** |  |  |  |  |
| **5.11 Design** |  |  |  |  |
| **5.12 Other** |

## 6 - The Internet

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| **6.1 Do you have your own domain name?** |  |  |
| **6.2 Do staff have their own e-mail addresses using this domain?** |  |  |
| **6.3 What ISP do you use? (Who is your domain registered with)** |
| **6.4 Website address**   |
| **6.5 How do you access the Internet?****Leased line ( ) ADSL ( ) Fibre ( )** |
| **6.6 Who is your broadband provider** |
| **6.7 How much do you pay for your Internet per month? What does this include?**   |
| **6.8 Other monthly spend on Internet access (Include any line rental, phone call, connection charges or additional usage) £**   |
| **6.9 Notes** |

## 7 - Managing IT in Your Organisation

### 7.1 Computer use, policies & practice

|  |
| --- |
| **7.1.1 How many staff need access to computers?**   |
| **7.1.2 Do any staff use computers anywhere outside your organisation? *(e.g. at another site or at home).***  |
| **7.1.3 Are laptops or tablets taken outside the premises? Are they encrypted?** |
| **7.1.4 Do you allow staff to use their own devices in the office? (e.g. laptops, tablets, smartphones) If so for what purpose?** |
| **7.1.5 Do you offer your service users access to computers?**  |
| **7.1.6 Are any formal IT policies in place?**  |
| **7.1.7 Are you registered with the Information Commissioners Office (check if you need to be)**  |
| **7.1.8 What is your back-up policy? If so, what is it and what media is used? Is a copy taken offsite? When was the last test restore completed?**  |
| **7.1.9 Is any “housekeeping” carried out on your computers? *(e.g. archiving user files, deleting temporary files, scandisk, defragmenting etc).*** |
| **7.1.10 What security is in place?** * **Individual User accounts with passwords:**
* **Strong (Complex) passwords**:
* **AntiVirus:**
* **Firewall (Software/Hardware)**:
* **Anti-Malware**:
* **Other:**
 |
| **7.1.11 Is there an event/fault-logging system in operation?**  |
| **7.1.12 Do you have a formal, written IT strategy?**   |

### 7.2 Training & induction

|  |
| --- |
| **7.2.1 How do you assess staff training needs?** |
| **7.2.2 Has a training needs analysis been carried out recently?** |
| **7.2.3 What IT training have staff received recently? Please list** |
| **7.2.4 Who do you go to for IT training?**   |
| **7.2.5 Do new staff receive any IT induction? What does it consist of?**  |

### 7.3 Finance

|  |
| --- |
| **7.3.1 How much did you spend on IT (equipment purchase / maintenance / support / training / Internet) in the last year?** . |
| **7.3.2 Is there a separate IT budget? If so, what does it cover?**  |
| **7.3.3 Do you have any IT insurance? If so what does it cover?**  |
| **7.3.4 What and who influences your decisions on what hardware and software to buy?**   |
| **7.3.5 Where do you buy hardware and software?**  |
| **7.3.6 Have you had any equipment donated?**  |

### 7.4 Support

|  |
| --- |
| **7.4.1 Who supports your IT at present? *(e.g. staff, volunteers, external service contract).***  |
| **7.4.2 What is supported?**  |
| **7.4.3 What kind of support do they provide?**  |

## 8 - Hardware audit

#### *8.1 PC & laptops.*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Make and Model | **Computer Name** | **Windows version** | **Processor Type & Speed** | **HDD (G.B)** | **RAM (MB)** | **Anti-Virus** | **Office Version** |
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#### *Printers and other peripherals:*

| **Make** | **Model** | **No. of** | **LAN/USB** |
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