RETURN TO THE OFFICE:
TECHNOLOGY CHECKLIST

JumpStart TECHNOLOGY

Ensuring that your team has access to the technology that they need when you return to the office is vital to maintaining productivity. As most people will start to move back into the office in the coming weeks and months, **here are 6 key steps you should consider:**

UPDATE AND EVALUATE

It is important after all these many months out of the office to take a full audit to check that all workstations, new devices, software, apps, and programs are updated. Many businesses have started using new technology specifically to support home working-but how much of this is still relevant? For example, this might be time to make sure you have all your Microsoft 365 licenses up to date, and make any new purchases if needed.

CHECK-IN WITH SERVICE PROVIDERS

Does your organization have a future prior long-term tech strategy? Now might be the time to check out to your provider...

MANAGE DEVICES IN DIFFERENT LOCATIONS
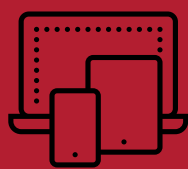
Keeping track of where all your work devices are, who is using personal devices to access work data, or which office spaces need more equipment can be really tricky to manage. Many people will continue to work remotely part-time or even full-time-ensuring that you have a clear system for keeping properly secure, no matter where people are working, is vital.

CONDUCT GAP ANALYSIS

Analyze and assess where gaps have been exposed during crisis periods. Did your plans work effectively, or do they need updating for the future?

SCHEDULE DISASTER RECOVERY REVIEW

Many businesses across the US have been testing their DR and business continuity plans. How has your remote work transition been? Has your business's security been compromised during the pandemic crisis? If so you may need to update and enhance your disaster recovery plan.

SCHEDULE DR AND BUSINESS CONTINUITY TESTING

All businesses should have routine tests and reviews of all important processes. In light of recent events, it is going to be more crucial than ever to ensure your business is ready for the unknown and is future-proof. This is a critical enhancement over a simple review, and the results are worth the effort.

WHAT'S NEXT?

Making sure you can provide the necessary technology and support to make your team's transition to the office as seamless as possible will ensure there isn't a hindrance to productivity.
To find out about the next steps for getting back to business in the new normal, get in touch with the Net Activity team of experts.