

## Suggested Checklist

- Do you have a good Anti-viruses and is it up to date?
  - We recommend Symantec (Norton's)
- Does your hardware / network meet the recommendations for the software you want to run
  - Do you know the best hardware to get for your needs?
- Do you have a complete inventory of
  - All Hardware?
  - All software and license keys?
  - All needed passwords and do you regularly change them?
- Is all the software you want to run compatible with each other
- If you are thinking of moving to a new software (app).
  - Do you have an area to test it out in?
  - Will you need help migrating your information to the new software (app)?
- Do have a Disaster Recovery Plan and a method to test it?