

Basic IT Health Check

When run in full this should take no more than an hour, covering questions relating to your use of computers and the internet.

A brief summary will be produced of recommendations, based on answers to these questions plus any other issues that are brought up during the interview.

1. What do you use computers and the internet for?
 - What does your organisation use computers for?
 - What does your organisation use the internet for?
 - How long have you been using computers and the internet?
 - What accessibility issues do you need to consider and how do you address them?

2. Computers and software
 - How many computers do you have, if any?
 - Are they connected to the internet?
 - Do you have a network connecting the computers together?
 - Do you have any specialist software, if so what do you use it for?

3. People and skills
 - Who is responsible for the computers in the organisation?
 - Who do you turn to when your computer doesn't work?
 - What level of computer skills do the staff and volunteers have?
 - Are there any particular gaps in their skills?

4. How you manage your IT
 - Do you have arrangements for backing up your computers, preventing viruses and keeping your computers secure?
 - Do you keep details about your computers in a safe place - such as an inventory, passwords, instructions, etc?
 - Do you have any arrangements with an outside organisation to provide advice, buy equipment or help when things go wrong?

5. Money and resources
 - How much do you think you will spend on IT in the next 12 months, including computers, software, maintenance and training?
 - Do you have a budget for your computers in the current financial year?
 - Does your fundraising include the cost of computers and the internet?

Question	Answer
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What do you use computers and the internet for?	
What does your organisation use computers for?	
What does your organisation use the internet for?	
How long has your organisation been using computers and the internet?	
What accessibility issues do you need to consider and how do you address them?	
Computers and software	
Do you have any specialist software? If so what do you use it for?	
How many computers do you have, if any?	
Are they connected to the internet?	
Do you have a network connecting the computers together?	
People and skills	
Are there any particular gaps in staff IT skills?	

Who is responsible for the computers in the organisation?	
Who do you turn to when your computer doesn't work?	
What level of computer skills do the staff and volunteers have?	
How you manage your IT	
Do you have arrangements for backing up your computers, preventing viruses and keeping your computers secure?	
Do you keep details about your computers in a safe place - such as an inventory, passwords, instructions, etc?	
Do you have arrangements with an organisation to provide equipment, advice or help when things go wrong?	
Money and resources	
How much do you think you will spend on IT in the next 12 months, including computers, software, maintenance and training?	

Do you have a budget for your computers in the current financial year?	
Does your fundraising include the cost of computers and the internet?	
Notes	

Health Check carried out by _____

Date _____