

Home/Small Business Technology Checklist

Purpose

To identify the basic technology needs needed to support a home-based business or small business (less than 10 users)

Scope of Minimum Needs

- High-speed internet connection
- Website/Email Accounts
- Computers
- Productivity Software
- Network/Access to shared files
- Backup Solution

Internet

Broadband internet connection (Cable/DSL) with local service provider
Wireless Capability

Website

- Domain name that reflects the business purpose (i.e. www.mybusiness.com)
- Web hosting account for website
 - Email addresses for employees (i.e. jdoe@mybusiness.com, jpublic@mybusiness.com)

Computers

- Computers and Monitors
- All computers should have the same network operation system installed
 - Windows 2000
 - Windows XP Professional
 - Windows Vista

Productivity Software

Microsoft Office: Word, Excel, PowerPoint, Outlook

Network

- Wireless Router
- Server, or PC configured to perform as server for file/print sharing
- Printer(s)

Backup Solution

All server data should be backed up daily, weekly, or monthly... or some combination of the three
All PCs should be configured to save data to the server by default