

Annual IT Planning Checklist

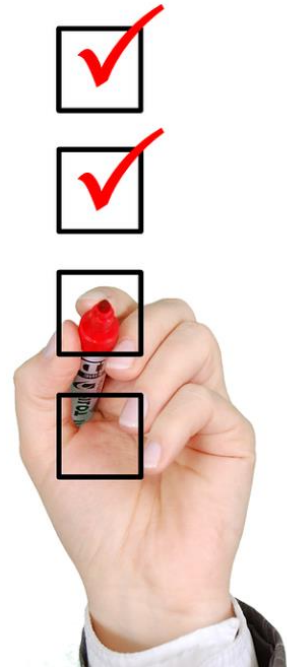
Technology is the backbone that supports most business initiatives and critical functions.

Having a sound IT strategy and budget heading into a new year is a key element in the success of your overall business plan.

Article: [Why do businesses need an IT strategy?](#)

Follow these steps to create your annual IT plan:

1. **Determine your organization's growth plan.** Will you be adding new employees, new locations? These answers will help determine new equipment, software, and licensing needs for the coming year.
2. **Determine your revenue goals for next year.** Expense plans are typically created as a percentage of revenue so it's important to understand what your revenue goals are and how technology will be needed to support those goals.
3. **Review your IT assets for possible replacement.** Most technology has a useful lifespan of 5 years. Holding on to aging assets creates risk.
 - a. Article: [IT asset lifecycle management](#)
 - b. Article: [Technology end of life and end of support](#)
 - c. Article: [The benefits of hardware warranties](#)
 - d. Article: [How IRS Section 179 can help your business](#)
4. **Review latest risk assessment.** For the best opportunity to lower your overall risk profile, you should have a quarterly risk assessment as part of your plan.
 - a. Article: [7 tips for building a culture of cybersecurity](#)
 - b. Article: [CIS and NIST Frameworks | Why they matter in a risk assessment](#)
 - c. Article: [How at risk am I?](#)



5. **Create plan to conduct annual disaster recovery testing.** There's a big difference between backing up and recovering. Make sure your plan works and is up to date each year.
 - a. Article: [What is IT disaster recovery?](#)
 - b. Article: [IT downtime | What causes it and how to prevent it](#)
 - c. Article: [Backup and Recovery Systems](#)
6. **Review all technology vendor relationships.** Are you getting value from each one? Do you have contracts up for renewal that need to be reviewed?
 - a. Article: [Is your IT partnership effective?](#)
 - b. Article: [7 Reasons your IT provider isn't as responsive as they used to be](#)
 - c. Article: [Top 9 Questions to Ask Potential IT Providers](#)
 - d. Article: [Proactive vs reactive IT](#)
7. **Determine your IT budget.** Now that you have all the relevant information, you can create a working budget for technology for the coming year.
 - a. Article: [How much should my business spend on IT?](#)
 - b. Article: [What is an IT Roadmap?](#)

