

## Network / Software Worksheet

The purpose of this worksheet is to fully understand the technical aspects of your work environment so that we may develop a user-friendly product that meets your needs without conflicting with your internal system.

Company/Agency Name \_\_\_\_\_

### **Network**

What type of network do you use? (Novell, UNIX, Windows, Macintosh etc.)

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How many servers are housed in your office and what type of servers are they? (web server, mail server, file server, other)

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Who maintains the network and what type of maintenance is required?

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How often is network maintenance performed? \_\_\_\_\_

### **Internet**

What type of internet access do you have in the office? (dial-up, DSL, ISDN, cable, T1-T3, etc)

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Who is your Internet Service Provider (ISP)? \_\_\_\_\_

Do you currently have a website up and running? What is the URL address?

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If yes, where is the website being hosted? (in-house or outsourced)

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If outsourced, what company handles your web hosting?

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What type of server is the site being hosted on? (collocated, shared, dedicated)

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Who maintains the website and what type of maintenance is required?

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How often is the website maintained? \_\_\_\_\_

**Software**

What type of operating system is installed on your office workstations? (Windows 95/98/2000/NT/Me, Macintosh, UNIX, O/S 2, etc.)

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What type of office suite software is used? (Microsoft Office, Corel/Wordperfect, Lotus, etc.)

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What type of accounting software package is used? (Peachtree, Quickbooks, Salomon, etc.)

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**Hardware**

How many computer workstations are there in the office? \_\_\_\_\_

What processor speed(s) do they possess?

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Are CD-ROM and floppy drives accessible on these machines?

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**Technical Staff**

How many IT (information technology) staff members are employed in your office?

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What are their functions? (Please provide their name(s) for contact during the project if necessary)

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Are any outside consultants used for computer-related work issues in your office? If so, what are their responsibilities and for what company do they work?

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**Additional Comments**

Please, feel free to provide any additional information that you feel may be helpful in developing and completing a successful project for your company.

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Completed By: \_\_\_\_\_ Date \_\_\_\_\_

*For assistance or questions regarding this document, please contact your Albanese Consulting sales representative toll free at 866-239-3400 or email [sales@albx.com](mailto:sales@albx.com)*