

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.)

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

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

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)

Who is your Internet Service Provider (ISP)? _____

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

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

If outsourced, what company handles your web hosting?

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

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

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.)

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

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

Hardware

How many computer workstations are there in the office? _____

What processor speed(s) do they possess?

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

Technical Staff

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

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

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?

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.

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