MAPLETRONICS



# Does Your Office Technolgy Strategy Align with Your Business Growth?

## A 10-Question Assessment Tool

This assessment tool is designed to help businesses evaluate their current office technology setup and identify areas where managed services can enhance productivity, efficiency, and business growth. The scoring system will help you understand how well your current office technology strategy supports your business needs.

## 1 How often do you encounter issues with your office hardware (e.g., computers, printers, servers) that disrupt your daily operations?

- [ ] A) Constantly, causing significant disruptions (1 point)
- [ ] B) Occasionally, but manageable (2 points)
- [ ] C) Rarely, if ever (3 points)

## 2 When a hardware issue arises, how quickly is it typically resolved?

- [ ] A) More than a day (1 point)
- [ ] B) Within a day (2 points)
- [ ] C) Within an hour (3 points)

## 3 Do you have a dedicated IT team or individual responsible for managing your office technology?

- [ ] A) No, we rely on ad-hoc solutions (1 point)
- [ ] B) Yes, but part-time or outsourced (2 points)
- [ ] C) Yes, full-time IT staff (3 points)

## 4 How often do you perform routine maintenance and updates on your office hardware and software?

- [ ] A) Rarely or never (1 point)
- [ ] B) Occasionally, when needed (2 points)
- [ ] C) Regularly, on a scheduled basis (3 points)

## Do you have a proactive monitoring system in place to detect potential hardware failures before they occur?

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- [ ] A) No, we only react when issues arise (1 point)
- [ ] B) Partially, but not comprehensive (2 points)
- [ ] C) Yes, we have a robust monitoring system (3 points)

## How confident are you that your current office technology will support your business growth over the next 3-5 years?

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- [ ] A) Not confident at all (1 point)
- [ ] B) Somewhat confident, but with concerns (2 points)
- [ ] C) Very confident (3 points)

## How often do you consult a technology advisor to align your office technology with your business goals?

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- [ ] A) Rarely or never (1 point)
- [ ] B) Occasionally, when making significant changes (2 points)
- [ ] C) Regularly, as part of our strategic planning (3 points)

## Do you have a technology roadmap that outlines your office technology needs and upgrades over the next few years?

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- [ ] A) No, we make decisions on an as-needed basis (1 point)
- [ ] B) Somewhat, but it's not fully developed (2 points)
- [ ] C) Yes, we have a detailed roadmap (3 points)

## 9 How well do you feel your current office technology setup is integrated with your software solutions and overall business processes?

- A) Not integrated, causing inefficiencies (1 point)
- B) Somewhat integrated, but with gaps (2 points)
- C) Fully integrated and optimized (3 points)

## 10 How effectively are you managing your office technology's total cost of ownership, including maintenance, upgrades, and downtime?

- A) Ineffectively, leading to unexpected costs and inefficiencies (1 point)
- B) Moderately effectively, but there's room for improvement (2 points)
- C) Very effectively, with clear budgeting and planning (3 points)

### Scoring and Interpretation:

**10-16 Points: Immediate Attention Needed**
Your office technology might not be fully supporting your business, causing disruptions and inefficiencies. Taking immediate action can prevent further issues and better align your technology with your business goals. Partnering with a technology provider that has enhanced IT support can quickly help resolve these challenges and avoid them altogether.

**17-24 Points: Potential for Improvement**
Your current setup is somewhat effective, but there's room for improvement. Proactive support and strategic advice could significantly enhance your operations. By working with a technology provider that has a managed services offering, you can better align your technology with your business growth.

**25-30 Points: Optimized for Growth**
Your office technology is well-aligned with your business goals, and you're managing your technology effectively. To keep this up and continue growing efficiently, consider using the enhanced managed services offered by your office technology provider. This will ensure you have ongoing support and guidance as your business evolves.