

# Organisation & Technology Questionnaire [6]

v1.1

This questionnaire is designed to gather information about your organisation.

It may be completed with or without assistance from Sheldon King Consulting – your choice!

If you have more information than requested then please enter it. Copies of invoices and phone/internet service bills are helpful too!

Organisation Name: \_\_\_\_\_

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

Contact Number: \_\_\_\_\_

Date: \_\_\_\_\_

Return the completed version of this form to:  
sheldon@sheldonking.com

If you are unable to e mail a completed form, please  
call 0428 475949 for other options.

By returning this questionnaire you are agreeing for the contents to be held on file by Sheldon King Consulting. The contents are confidential to the consultant and client.

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**Your Technology enter the number you have of each**

- |   |  |
|---|--|
| <input type="checkbox"/> Computers            | <input type="checkbox"/> Printers        |
| <input type="checkbox"/> Internet Connections | <input type="checkbox"/> Landline Phones |
| <input type="checkbox"/> Scanners             | <input type="checkbox"/> Mobile Phones   |
| <input type="checkbox"/> Digital Cameras      | <input type="checkbox"/> Fax Machines    |

**We Have ...**

- |  |  |
|--|--|
| <input type="checkbox"/> Server Room       | <input type="checkbox"/> Backup System (on and off site) |
| <input type="checkbox"/> Server Redundancy | <input type="checkbox"/> Central Systems Documentation   |
| <input type="checkbox"/> Asset Register    | <input type="checkbox"/> Lease or Hire Purchase Register |

**Your Desktop Computers**

	<b>Make</b>	<b>Model</b>	<b>Processor/Speed</b>	<b>Memory</b>	<b>OS</b>	<b>Hard Disk</b>	<b>Extras/SN</b>
<i>eg:</i>	<i>HP</i>	<i>EVO D500</i>	<i>Pentium 2.4GHz</i>	<i>512MB</i>	<i>WinXP</i>	<i>100GB</i>	<i>DVD Burner</i>
D1	<hr/>						
D2	<hr/>						
D3	<hr/>						
D4	<hr/>						
D5	<hr/>						
D6	<hr/>						
D7	<hr/>						
D8	<hr/>						
D7	<hr/>						
D8	<hr/>						
D9	<hr/>						
D10	<hr/>						

*(continue on a separate sheet if necessary)*

**Your Server Computers**

	<b>Make</b>	<b>Model</b>	<b>Processor/Speed</b>	<b>Memory</b>	<b>OS</b>	<b>Hard Disk</b>	<b>Extras/SN</b>
<i>eg:</i>	<i>HP</i>	<i>EVO D500</i>	<i>Pentium 2.4GHz</i>	<i>512MB</i>	<i>W2003SBS</i>	<i>100GB</i>	<i>DVD Burner</i>
S1	<hr/>						
S2	<hr/>						
S3	<hr/>						
S4	<hr/>						

**Warranty Service Arrangements**

<b>Item Number</b> <i>from lists above</i>	<b>Warranty /New</b> <i>3 year</i>	<b>/Left</b> <i>1 year</i>	<b>Response</b> <i>4 hour</i>	<b>Type</b> <i>see below</i>	<b>Helpline #</b> <i>13 45 67</i>
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*(list only items that you know the warranty arrangements for )*

**Warranty Types:**

O/S = Onsite    Shop = Return to Shop (Standard)    Shop+ = Expedited Shop Service

**Desktop Computers and Servers are:**

Owned (assets)     Leased     Mixture of Both

**Leasing Details (complete: leasing company details, term of lease, type of lease ...)**

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**Your Printers, Faxes, Copiers**

<b>Make</b> <i>eg: HP</i>	<b>Model</b> <i>LaserJet4100</i>	<b>Laser/Inkjet</b> <i>Laser</i>	<b>Colours</b> <i>1 – Black</i>	<b>Extras/SN</b> <i>Envelope Feeder</i>
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**Your Internet Services (connection, e mail, website – list all if different)**

<b>Provider</b> <i>eg: Telstra</i>	<b>Plan</b> <i>MEGA500</i>	<b>Monthly \$</b> <i>29.95</i>	<b>Plan Expires</b> <i>(out of contract)</i>	<b>Extras</b> <i>Virus Scanning</i>
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**For Our E Mail We Have ....**

- Desktop E Mail (ie Outlook)
- Web Based E Mail (ie Hotmail)
- E Mail Management (ie AfterMail)
- Internal Server (ie Notes or Exchange)
- Electronic Backups of E Mail Messages
- Paper Copies of E Mail Messages
- We communicate with clients via e mail

**Your Networking Hardware**

(complete: wires, patch panels, wireless ...)

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**Your Network Security**

(complete: antivirus, anti-spam, anti-spyware, firewall, etc ...)

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**Software In Use**

(complete: any and all software in use ...)

Program	Vendor	Version	Platform	License #
	<i>Microsoft</i>	<i>Office 2000 OEM</i>	<i>Win</i>	<i>3454-9587-llis-65ft-eo9s</i>

**Your Phone System**

(complete: make and model of handsets, type of connection, service provider ...)

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**Your Mobile Phones**

<b>Make</b> <i>eg:Nokia</i>	<b>Model</b> <i>2200</i>	<b>Service Provider</b> <i>Optus</i>	<b>Plan</b> <i>Business Value 30</i>	<b>Expires</b> <i>Nov 04</i>	<b>Extras/SN</b> <i>Handsfree</i>

**Your Gadgets**

(complete: anything not listed above – scanners, cameras, pdas ...)

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**Your Vendors**

(complete: who you go to for computers, phones, software, printer ink ...)

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**Your Organisation in thirty words or less**

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**We Have ...**

- |   |  |
|---|--|
| <input type="checkbox"/> A Strategic Business Plan  | <input type="checkbox"/> A Risk Management Plan      |
| <input type="checkbox"/> A Business Continuity Plan | <input type="checkbox"/> A Staff Training Programme  |
| <input type="checkbox"/> An IT Systems Plan         | <input type="checkbox"/> A Floorplan of our space    |
| <input type="checkbox"/> Documented our Processes   | <input type="checkbox"/> An ISO or ASA Accreditation |