



Consulting Collaborative Technology “Best Practices” Self-Evaluation

Technology is an important ingredient to the success and survival of any operation. Many companies use Technology to address new product introduction, improved customer service and profitability. This one page self-evaluation checklist will determine if your company has the tools and processes in place to have a functioning and successful Technology implementation program. This assessment addresses the basics as well as “Best Business Practices” and is intended to stimulate action plans to improve the use of technology.

Check only what is fully implemented and practiced at your company. Please be 100% candid.

- () The company understands and implements the use of Technology to advance the business.
- () Information can be easily obtained and is available remotely.
- () Data integrity and security is measured and maintained on a regular basis.
- () A senior person in the organization has responsibility for Technological Improvements.
- () A system is in place to evaluate new Technologies and their benefits.
- () The Technology evaluation includes input from customers, management and employees.
- () A training program is in place to insure everyone is trained and proficient in the use of Technology.
- () Computer systems are constantly evaluated and upgraded to provide peak efficiency and security.
- () A senior person is responsible for evaluating equipment and processes from a Technology position.
- () The use of Technology is understood and viewed as a company strength by all employees.
- () Marketing and sales understands and promotes the implementation of Technological Improvements.
- () Each segment of the business has an assigned Technology champion.
- () Process Improvement Teams regularly explore Technological changes and trends.
- () The company understands and measures its Technological position relative to competition.
- () The use of Technology is on display and easily seen by visitors.
- () The company is recognized by customers and competitors as a Technology leader.
- () The CEO (owner) supports and implements the use of new Technology.

If only one to six criteria for success are checked, you need to make significant changes to improve your process. If seven to twelve are checked you may need to fine tune your process. If you checked thirteen or more you have a very good process that should be periodically updated for continuous improvement to the process.