

Applications of your business

IT Planning Notes

Deep dive into the what and where of your business applications.



Applications: The who and the what

Continue to develop a solid understanding of your environment by identifying what applications your business utilizes and where they reside.

Anti-Virus	_____	Cloud	____	Premise	____
Backup	_____	Cloud	____	Premise	____
Conferencing	_____	Cloud	____	Premise	____
CRM	_____	Cloud	____	Premise	____
Documents	_____	Cloud	____	Premise	____
Email	_____	Cloud	____	Premise	____
Inventory	_____	Cloud	____	Premise	____
Invoicing	_____	Cloud	____	Premise	____
Net Security	_____	Cloud	____	Premise	____
ERP	_____	Cloud	____	Premise	____
Payables	_____	Cloud	____	Premise	____
Payroll	_____	Cloud	____	Premise	____
Presentations	_____	Cloud	____	Premise	____
Purchasing	_____	Cloud	____	Premise	____
Quoting	_____	Cloud	____	Premise	____
Receivables	_____	Cloud	____	Premise	____
Reporting	_____	Cloud	____	Premise	____
Returns	_____	Cloud	____	Premise	____
Service Tickets	_____	Cloud	____	Premise	____
Spreadsheets	_____	Cloud	____	Premise	____

List business applications that run on tablets and/or cell phones

_____	_____	Cloud	____	Premise	____
_____	_____	Cloud	____	Premise	____
_____	_____	Cloud	____	Premise	____
_____	_____	Cloud	____	Premise	____

List other applications being used and their location

_____	_____	Cloud	____	Premise	____
_____	_____	Cloud	____	Premise	____
_____	_____	Cloud	____	Premise	____
_____	_____	Cloud	____	Premise	____
_____	_____	Cloud	____	Premise	____
_____	_____	Cloud	____	Premise	____
_____	_____	Cloud	____	Premise	____

Equally as important as your applications is knowing the service providers that support your phone, cable, and internet services where your applications operate:

Phone _____

Cable _____

Internet _____

Operating Systems determine the landscape upon which your applications function. Having outdated versions can not only hinder what applications you can run but it can provide gaps in your security patches and updates. List the Operating Systems you are using.

PCs/laptops _____

Servers _____

Mobile Devices _____

Do you accept payments electronically? What do you use?
_____ Cloud _____ Premise _____

Finally, review the processes surrounding use, access, and maintenance of your business applications.

Is there a process for granting users access to business applications?

Is there a process for maintaining patches and upgrades to applications, operating systems?

Is your website maintained by your company or a 3rd party developer?

Who is responsible for installing and supporting business applications?

Has a list of mission-critical applications been defined?

Is there a plan in place to recover these applications if they are damaged or deleted?

Is there a process for developing and testing the recovery plan?

Are employees allowed to use their own preferred applications to conduct business?

Who is responsible for reviewing, approving, and maintaining those applications?

Is there a written policy regarding the use and misuse of company business applications?

How is access and compliance managed?

Do employees have remote access to shared network data?

How are employee access levels to company data determined?

Now that you have completed all of the above, take time to review the results with your IT team and/or management team.

There are enough disruptions to business today and by being vigilant in the management of your business applications you minimize the potential for one more.