# Tech Upgrade Checklist

Use this checklist to systematically evaluate and implement necessary technology upgrades.

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## Step 1: Evaluate Current Technology

☑ List all tools and software currently in use.

☑ Identify tools with frequent downtime or performance issues.

☑ Note gaps in functionality or integration capabilities.

## Step 2: Define Goals and Requirements

☑ Identify specific problems the upgrade should address.

☑ Outline must-have features and integrations.

☑ Align upgrade goals with long-term business objectives.

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## Step 3: Research and Compare Options

- [x] Identify tools that meet your needs and budget.

- [x] Evaluate user reviews, case studies, and vendor demos.

- [x] Check for scalability and future-proofing capabilities.

## Step 4: Budget and Resources

- [x] Allocate budget for licensing, implementation, and training.

- [x] Identify team members responsible for managing the upgrade.

- [x] Plan for ongoing maintenance and support costs.

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## Step 5: Implementation Plan

- ☑ Create a phased rollout timeline.

- ☑ Schedule training sessions for employees.

- ☑ Test the new system with a small group before full deployment.

## Step 6: Post-Implementation

- ☑ Gather feedback from users to address any issues.

- ☑ Monitor performance and ROI for the upgraded tools.

- ☑ Schedule regular reviews to ensure tools stay relevant.

# Tech Upgrade Checklist

Having trouble finding time to complete this checklist yourself? Or to implement what's needed to upgrade your tech? We can help. Let's talk!

https://calendly.com/wowsuccessteam/get-ready-grow