

# TECH UPGRADE CHECKLIST

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





### TECH UPGRADE CHECKLIST

#### Step 1: Evaluate Current Technology

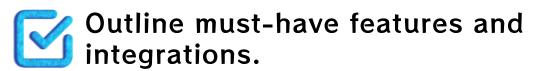




Note gaps in functionality or integration capabilities.

#### Step 2: Define Goals and Requirements









## TECH UPGRADE CHECKLIST

#### Step 3: Research and Compare Options



Identify tools that meet your needs and budget.



Evaluate user reviews, case studies, and vendor demos.



Check for scalability and future-proofing capabilities.

#### Step 4: Budget and Resources



Allocate budget for licensing, implementation, and training.



Identify team members responsible for managing the upgrade.



Plan for ongoing maintenance and support costs.



### TECH UPGRADE CHECKLIST

#### 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.