BUSINESS CHECKLIST

DIGITAL ENABLEMENT

This checklist has been created to take some of the complexity out of an uncertain situation and help you to make use of digital tools and assets to increase your business' growth.

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DIGITAL ENABLEMENT CHECKLIST

Digital tools and assets can be a great support for businesses. Here are some considerations to help you explore digital enablement for your business. Use this checklist to identify your actions, and then add them to the Business Action Plan so you have a plan to work with. If you haven't already downloaded a Business Action Plan, you can find one here.

BECOMING MORE DIGITAL

	ACTION NOW	ACTION LATER	DONE
If you're creating an online store, research the different ecommerce platforms and secure online payment systems that are available			
Consider if there is a digital equivalent of your product or service, could it be a way to differentiate against competitors?			

OPTIMISING DIGITAL

	ACTION NOW	ACTION LATER	DONE
Ensure your digital channels can handle any increase in demand – from customers and employees			
Check that the speed of your IT infrastructure can deliver the right experience for your employees and consider if there are any upgrades required			
Check in with your IT support team to see if they can deliver on-site support if needed			
Determine if there are any processes or practices that could be moved to digital			
Determine if any digital short-cuts implemented during shutdown need to be reversed			

DIGITAL WAYS OF WORKING

	ACTION NOW	ACTION LATER	DONE
Explore ways to keep your workforce connected digitally by engaging with your employees to work out what will work best, understand any current challenges that they may have and any training requirements			
Understand any work that might be difficult to complete due to a lack of a digital options and determine if that can be changed			
Work with your IT resources to stay on top of the latest technologies, and remote ways of working			

DIGITAL SECURITY NEEDS

	ACTION NOW	ACTION LATER	DONE
For remote working, check that your network, hardware and applications have appropriate security in place (e.g. encryption and multi factor authentication)			
Determine if you need to make any investment in cyber security			