

Computer Performance & Reliability Audit Form

Purpose: To be distributed to all computer user staff in order to gather in-depth information about your organization's IT performance and reliability.

Completing this form helps Neuron formulate a technology plan that will help ensure your organization's technology processes are sound, reliable, efficient, and facilitate higher productivity output from your staff.

Staff Member Information:

| | |
|--------------------------------|--|
| Name | |
| Title/Position | |
| Company | |
| Email Address | |
| Direct Phone & Ext. | |

General Usage Questions:

| | |
|---|--|
| How many hours per day do you work on your computer? | |
| Are you satisfied with the performance of your computer? (If no, please explain) | |
| Do you have any open IT issues need addressing? (If yes, please explain) | |
| Are you able to do your job efficiently and effectively with the software you use? (If no, please explain) | |

General Usage Questions (continued):

| | |
|---|--|
| Are there any additional apps or app concepts you believe will help you do your job better? (If yes, please explain) | |
| Are you satisfied with the speed & reliability of Internet at your office location? (If no, please explain) | |

Productivity Related Questions

| | |
|---|--|
| Do you need access to your emails and files off-site, at home, & while traveling? (If yes, please explain) | |
| Are you satisfied with the accessibility of your files, emails, and business services from remote locations? (If no, please explain) | |
| Any additional comments or questions you'd like to share? | |

THANK YOU!