Somerbys IT

IT Project Guide

Planning an IT Project?

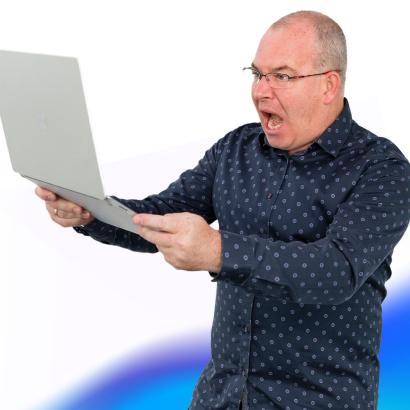## What you need to know…

Adapting to change

As they say, all good things must eventually come to an end. The once-shiny and brand new desktop machines of yesteryear have now become clunky, obsolete, and painfully slow. What was once a revolutionary system that breathed new life into your office now seems to be constantly fighting against you. It has been altered and tampered with over time, equipped with extra features that it was never designed to handle. Unfortunately, in our modern, interconnected world, this aging technology simply won't play well with other systems.

It's time for a change. However, updating your IT infrastructure is not a decision to be made hastily. If you're considering moving on from your current system and embracing the technological advances of the 2020s, there are plenty of factors to consider before you commit to a long-term relationship with a new system.

To help you make informed decisions and initiate a successful IT project, here are some tips to guide you along the way…

Before investing significant amounts of time, money, and effort into an upgrade, it is important to understand how you arrived at this point. Are there underlying issues related to process or workflow that must be addressed? Perhaps your current system has necessitated workarounds that could be streamlined. Take the time to identify and define the specific goals you wish to achieve through the upgrade. Do not limit yourself to solving the immediate issue at hand; consider how a new system could scale with the business's long-term goals. Can it merge various databases into a single source of truth to streamline processes and promote interdepartmental collaboration?

As you contemplate the upgrade, keep in mind the business's future growth plans. What will happen as you expand and more departments merge or close? How will you accommodate an increasing amount of data and the various devices your employees will use to access it, including remote work? Consider whether cloud-based solutions may be appropriate, as they offer scalability and the ability to pay only for the capacity you require. With this new model, you may be able to purchase software and systems via regular subscription services such as SaaS and PaaS.

However, transitioning to a cloud-based solution also means rethinking security and communication protocols. As employees become increasingly reliant on cloud-based platforms, it is vital to consider the level of access and communication they will require. Above all, prioritise data security to avoid the risks associated with the exchange of sensitive information in a more distributed, cloud-based system. By taking these factors into account and thinking beyond the immediate challenge at hand, you can position your business to grow and succeed well into the future.

How do you determine your needs?

Before you start any IT project, it is critical to assess your current situation and evaluate your requirements. This will help you to determine whether an IT solution is suitable for your business needs. To determine your needs, you can ask yourself some essential questions such as:

- What challenges do you currently face in your business?
- What areas do you think could be automated to improve efficiency and reduce costs?
- What benefits do you hope to achieve with the IT project?
- What outcomes do you expect after implementing the project?

Once you have answers to these questions, you can start to develop a project plan that addresses your specific needs.

Who should you involve?

To ensure that your IT project is a success, you need to involve various stakeholders in the planning and execution stages. You should consider involving your staff members, customers, vendors, and IT experts. Each of these groups has valuable input that can help you to develop a project that meets the needs of your business. For instance, your employees can give you feedback on how the IT project affects their work, and your customers can offer suggestions on how the project can enhance their experiences.

What haven't you thought of?

When starting an IT project, it is essential to think beyond the obvious and anticipate any potential risks or challenges. It would be best to consider various factors such as:

Security risks:
Ensure that the project meets all the required security protocols to protect your business and customer data.

Scalability:
Ensure that the IT solution you choose can adapt to the growing needs of your business in the future.

Training and support:
Consider the need to train your staff on how to use the new technology and provide adequate support to ensure the project runs smoothly.

Where do you even start?

Starting an IT project can be overwhelming, but you can break down the process into manageable steps. Begin by assessing your business needs and identifying the desired outcomes of the project. Next, consult with various stakeholders to gather information that will help you develop a comprehensive project plan. It would help if you also researched the various IT solutions available and evaluate their benefits to your business.

Once you have all the necessary information, you can choose the most suitable IT solution, and start the implementation process.

Embarking on an IT project can be a game-changer for your business, but you need to make informed decisions. By following the above tips, you can create a comprehensive project plan that meets the specific needs of your business.

Choose the right experts from the get-go

It is essential to choose the right experts to ensure a successful outcome, regardless of whether you are well-versed in your needs or unsure of where to start. An experienced professional can assist you every step of the way, identifying potential problems before they arise and relieving you of the burden of responsibility.

To ensure a successful partnership, seek out a provider with experience working with businesses of similar size. Look for someone who will take the time to understand your unique needs and preferences and consider your overall objectives. Additionally, it's important to find someone you like and can work with for an extended period. Be sure to explore all of your options, ask for referrals, and speak with current clients to get a sense of the provider's capabilities and approach.

If you're considering any IT project and want to speak to a professional, talk to us. We specialise in lots of areas and work across a whole range of different solutions.

Over the last 20 years we've helped hundreds of businesses across Leicestershire with their IT Projects with minimal, if not zero downtime.

Are you considering an IT project and want to speak to a professional?

Get in touch with the team at Somerbys IT:

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