



# The digital transformation checklist

**How do you make sure your business is future-ready?**

What do you need to know before you commit to upgrading to digital solutions? What needs to be ready? Who do you need to inform? Use our checklist to tick off some of the key areas you'll need to consider, so you'll know how and when to start your digital journey.



## Think about what your business needs

You should take some time to think about which digital solutions your business could benefit from. Do you just need a simple digital phone line to replace your old analogue line? Or could you benefit from collaboration tools and cloud software too?



## Build a strategy

To ensure a smooth transition to digital, you should plan ahead. Your initial plan doesn't have to go into great detail, but it should set out what you want to achieve, why you need to do it and roughly when you hope to have it done by.



## Assess your current solutions

One of the first things you'll need to do is look at what technology you're currently using. That way, you can identify what needs to be replaced and what to prioritise. If you don't have technical staff to do this for you, consult with an outside expert.



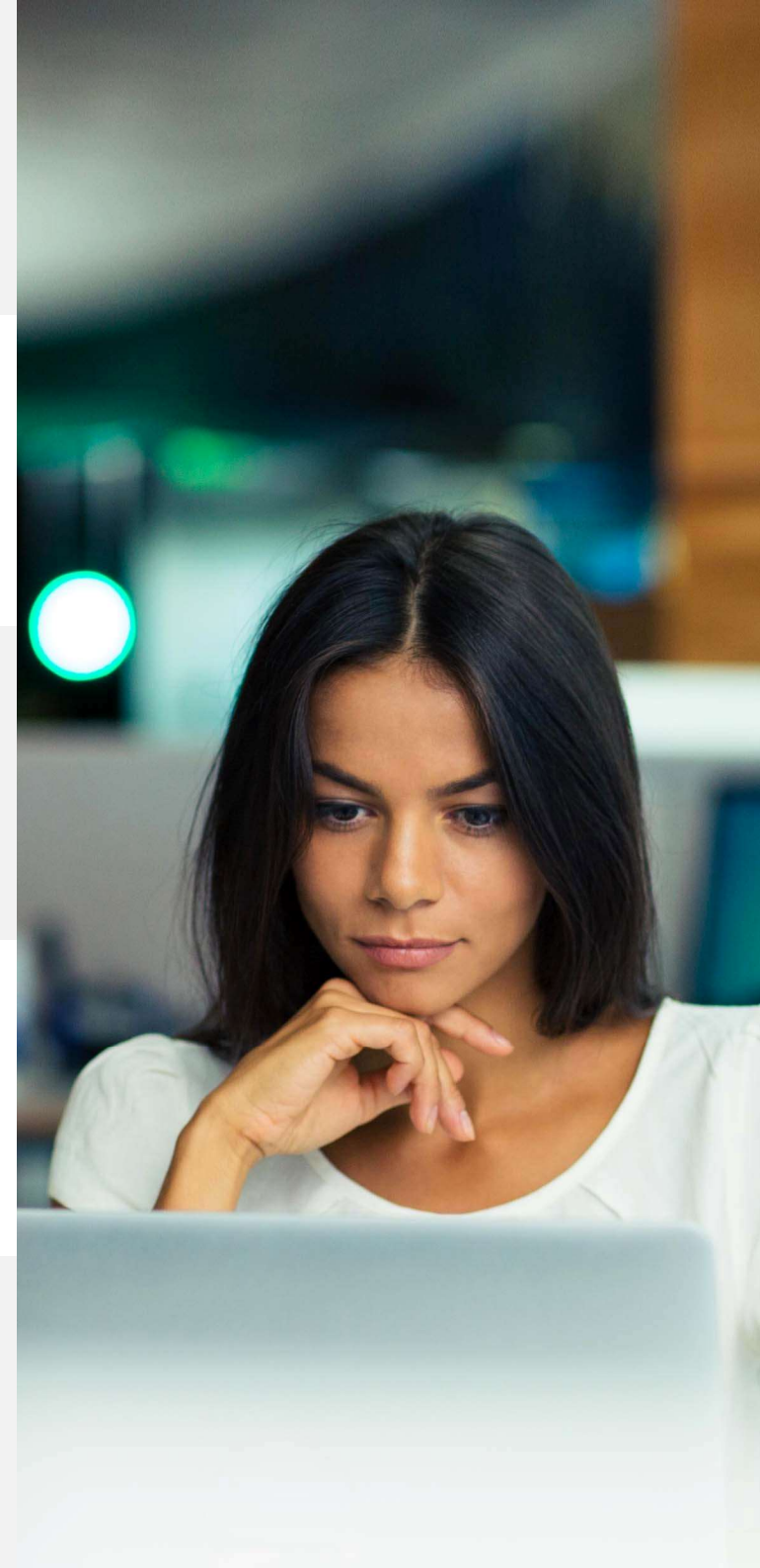
## Count how many users you have

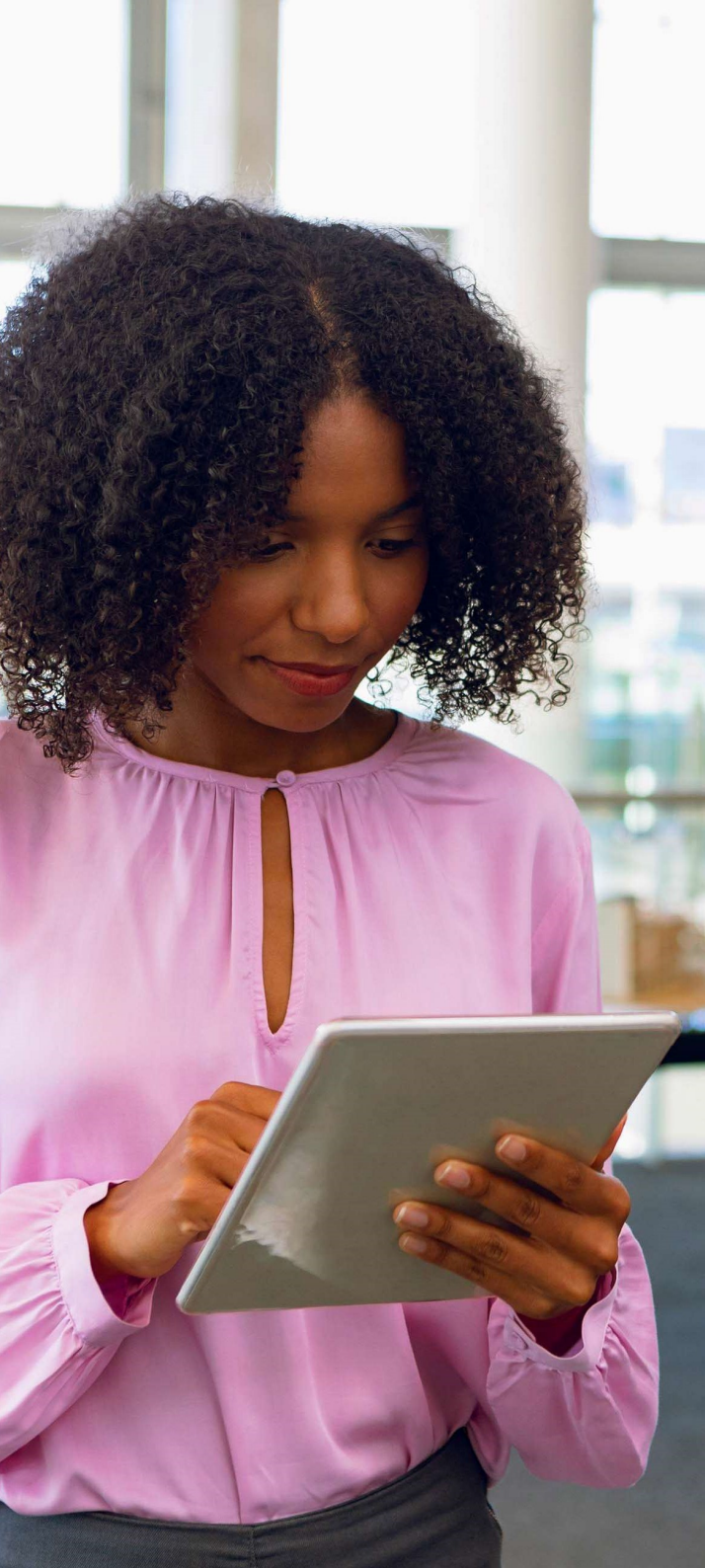
When you audit your current solutions, you should also count how many users you currently have. How many of them will need your new digital solutions? Also, do you still have users registered who have left your business?



## Inform users of the change

It's a good idea to let everyone know what's going to be happening, so it doesn't come as a shock when you roll out your new digital solutions. At what stage you do this is up to you, though. You may want to wait until you've worked out all the details first, for example.





### **Speak to internal and external experts**

If you have your own technical experts, ask them for their input. They may be able to provide valuable information that could help you choose the right solutions for your business. If that's not possible, speak to outside experts, such as service providers and technical consultancy firms.



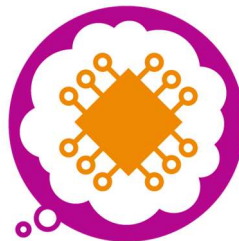
### **Get suitable connectivity**

With phone lines going digital and remote working on the rise, good internet connectivity is vital. Before making the switch to digital solutions, you should make sure your connection is fast and reliable enough. If you're unsure, speak to a qualified service provider.



### **Predict the potential impact of change**

Although digital transformation brings many benefits, you may need to adapt slightly to make the most of it. Consider whether staff will need additional training, for example. Think about what processes and tasks might change when you make the switch. Doing this now will likely save time and effort later.



### **Think about the future**

Before choosing your new digital solutions, you should think about the future as well. Should you invest a bit more to make sure your new technology lasts longer? What might happen later in your business or your industry that could affect your decision?

## We're here to help

No matter where you are on your digital journey, we can help you. We can assess your current solutions, recommend the best replacements and deliver reliable, future-proof digital services – including high-speed broadband and internet phone systems. Contact us at [info@pbcloudsolutions.com](mailto:info@pbcloudsolutions.com) to learn more.

