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IT Handoff KIT – Current IT Infrastructure Snapshot

This document helps you capture your current IT environment in simple terms. If you are unsure of an answer, write 'Unsure' — that is perfectly fine. Don't worry, we're here to help you get on with KIT!

Business Overview

Company Name:

Primary Contact:

Number of Employees:

Number of Locations:

Industry:

Compliance Requirements (if any):

Current IT Pain Points:

Devices

Number of Desktops:

Number of Laptops:

Mobile Devices (Phones/Tablets):

Operating Systems in Use:

Devices Provided By (Company/BYOD):

Devices Causing Frequent Issues:



Network & Internet

Internet Provider(s):

Internet Speed (if known):

Firewall Brand/Model (if known):

Wi-Fi Reliability Issues:

Servers & Cloud Services

On-Prem Servers?

Cloud Services Used:

File Storage Location:

Access or Downtime Issues:

Security & Backup

Antivirus / Endpoint Protection:

Email Security:

Backup System in Place:

Last Known Backup Test:

Security Concerns:

IT Support Experience

Current IT Provider:

How Support Is Contacted:

Typical Response Time:

Main Frustrations With IT: