IT Checklist: Assessing Proposed Internal Communications Software

To streamline the approval process, use the following checklist to ensure your proposed software meets IT's criteria:

Security:
- Does the software offer robust data encryption and protection mechanisms?
- Is there a clear process for managing user access and authentication?
- Are there regular security updates and vulnerability assessments?

Compliance:
- Does the software comply with relevant industry regulations (e.g., GDPR, HIPAA)?
- Are there features for maintaining compliance documentation and audit trails?
- How does the software handle data retention and deletion policies?

Integration:
- Can the software integrate seamlessly with existing systems and tools?
- Are there APIs or connectors available for linking with other platforms?
- Will the integration cause any disruptions to current workflows?

Support and Maintenance:
- What level of support and maintenance is provided by the vendor?
- Are there clear protocols for handling issues or downtime?
- What is the vendor's track record for reliability and customer service?

Cost and Resource Implications:
- What are the total costs, including implementation, licensing, and ongoing maintenance?
- How will the software impact IT's workload and resource allocation?
- Are there any hidden costs or additional fees?

By addressing these aspects and following best practices for involving IT, you can facilitate a smoother approval process and pave the way for successful adoption of your internal communications software.