

Technology Planning Checklist for Growing Las Vegas Businesses

Growing companies often feel technology pain before they have a clear plan.

Use this checklist to organize the next technology conversation around risk, reliability, budget and practical priorities.

BEST FOR	USE IT TO	NEXT STEP
Owners, operations leaders and office managers planning IT priorities.	Review support, Microsoft 365, cybersecurity, backups, vendors, renewals and ownership.	Prioritize what matters now, what should be planned and what needs an owner.

Support Experience and Daily Reliability

User Support

- Employees know how to request help and what response to expect.
- Recurring issues are tracked instead of treated as isolated tickets.
- New user setup and offboarding are documented.
- Leadership can see whether support is improving.

Devices and Vendors

- Computers, firewalls, switches and printers have owners.
- Warranty and replacement timing are tracked.
- Internet, phone, copier, software and line-of-business vendors are documented.
- Vendor renewals are reviewed before they auto-renew.

Microsoft 365 and Collaboration Cleanup

Microsoft 365 is a business operating system for email, documents, Teams, SharePoint, OneDrive and security.

Users and Licenses

Inactive users are removed and license assignments match business needs.

Permissions

Shared mailboxes, Teams, SharePoint and file access are reviewed.

Email Security

MFA, phishing protection and suspicious sign-in monitoring are reviewed.

File Organization

Teams and SharePoint sites have clear ownership and naming.

Retention

Important data protection and retention expectations are documented.

Copilot Readiness

Permissions, data quality and governance are reviewed before AI tools expand access.

Cybersecurity, Backup and Business Continuity

Cybersecurity Basics

- MFA is enabled for critical accounts.
- Endpoint protection is monitored.
- Email security is reviewed.
- Users receive practical security awareness guidance.

Continuity Basics

- Critical systems and cloud data are backed up.
- Restore tests are scheduled and documented.
- Internet and vendor dependencies are understood.
- Incident response contacts are documented.

Roadmap, Budget and Ownership

Planning Questions for Leadership

- Which technology issue is costing the most time or risk right now?
- Which systems, renewals or devices need budget in the next 12 months?
- Which cybersecurity gaps would be hard to explain after an incident?
- Who owns Microsoft 365, backups, vendors and documentation?
- What must improve before hiring, adding locations or adopting more AI tools?
- What should be reviewed quarterly instead of during emergencies?

NEXT STEP

Need help prioritizing the checklist? Nevada IT Support turns IT support, cybersecurity, Microsoft 365, backups, vendor management and planning questions into a practical roadmap.

Schedule a Technology Review at itsupportnv.com/technology-gap-review/