

Digital Transformation Questionnaire

The questionnaire is not comprehensive or exhaustive, rather used as a gauge to indicate transformation scope

1 Background information

Do you wish to explore digital transformation of your:

Finance department or function

Admin department or function

Legal department or function

Recruitment department or function

Entire Company

* Kindly complete the remainder of the questionnaire with the above in mind

2 Paperwork

On a scale of 1-10 how much paper do you handle

1 = as little as possible; 10 = everything I do is printed on paper and archived

3 Software

List the software in use for example (to enable us to explore optimisation of current software)

Outlook, Office Suite, Office 365, Accounting product, also specify cloud products and SAAS

4 Cloud Products with automatic updates and back-up facilities

Please state how many cloud software products in use

5 Rate % usage of software on multiple devices (laptop/tablet/phone)

Internal Network Folders

6 Do you have a central document repository that multiple users are able to access

7 Do you have standardized naming conventions?

Yes / No / I don't understand

8 Allocate a percentage of your daily tasks that you consider manual / onerous / paper-driven

9 Do you have a password vault?

Yes / No / I don't understand

If Yes do you use it for all your applications?

Yes / No

10 Are you currently making use of digital signatures/authorisations?

Yes / No / I don't understand / Not applicable

If Yes, elaborate - example on finance requisitions or legal contracts

11 Are you using technology in your meetings?

Yes / No / I don't understand / Not applicable

If Yes, elaborate - example digital recordings and/or digital minute generation tools

12 Are you using any big data tools for small business?

Yes / No / I don't understand / Not applicable

Examples Google Analytics, Tranzlogic, Buffer, Canopy Labs, Kissmetrics

If Yes, elaborate

13 Specify any other products or procedures that embraces technology to simplify business
