# Confidential IT Situation Assessment

Firm Name:

Industry Segment:

Release Date:

## IT rating (1 to 5):

| Evaluation Item | Rating | | | | |
|---|---|---|---|---|---|
| 1. Ratio employees vs. computers | 5 | 4 | 3 | 2 | 1 |
| 2. System flexibility | 5 | 4 | 3 | 2 | 1 |
| 3. Potential for development | 5 | 4 | 3 | 2 | 1 |

| | |
|---|---|
| 5 | Excellent |
| 4 | Very Good |
| 3 | Good |
| 2 | Fair |
| 1 | Poor |

## Client's Feedback

Targets identified by the client:

## Analysis

Weakest areas and how to improve them:

Areas where there is a good potential for improvement:

Risks/concerns and areas which would deserve further analysis

Impact statement

## Summary and recommendations:

Released by _____ on _____

Signature_____

IT ADVISOR