

Checklist: A stress-free approach to implementing new technology

Thinking about rolling out new technology in your startup? Follow this checklist to lay the groundwork for successful implementation.



Create a strategy

- Make a list of your main business challenges, both internal and customer facing
- Consult with your team to find out what obstacles or bottlenecks need fixing
- Decide on your main priority and check you've got buy-in from your team
- Set a budget, factoring in upfront costs and long-term return on investment
- Ensure any new investments align with your startup goals and growth plans



Research solutions

- Explore technology solutions using resources like articles, podcasts or webinars
- Ask for advice or recommendations from your network
- Utilise free trials and demos if they're available, but don't forget to cancel
- Check that new technology is flexible enough to grow with your business and can integrate with existing tools or software
- Look at the customer support and training available for your team, from live chat to how-to videos



Think long term

- Create a clear plan and timescale for implementation
- Have your team test out new tech over a few weeks – beware information overload
- Read case studies to find out how similar businesses are utilising the technology
- Revisit your company goals to see how new tech could help you move the needle
- Don't rush the process! It can take weeks or months, but be patient and you'll reap the rewards