



# Digital Auditing Tool for Small Teams

Read the descriptions below and select the option that best describes your current situation. Note not all columns may apply to your business model.

The column with the most options selected reflects your businesses current stage and will assist management in creating a successful digital strategy.

How would you rate the current overall extent to which your organisations culture, policies and infrastructure enable and support digital practices?



Are you aware if your organisation has a digital strategy in place?

Yes

No

Unsure

Rate the degree to which you agree or disagree with the following statements.

	Disagree	--	Neutral	--	Agree
I am encouraged to develop digital skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am allocated time and the budget to up-skill where necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management supports & advocates digital solutions to our ability to work more effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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Rate the degree to which you agree or disagree with the following statements.

	Disagree	--	Neutral	--	Agree
As a business & as a team we are actively exploring new digital opportunities, tools & processes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I feel that the organisation values the digital capabilities of its team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
As a team we are aware of each-others digital capabilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We are aware of the digital capabilities required best to serve our customers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am aware how the organisation utilises various digital platforms & avenues to reach our target audience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am aware of how my organisation measures & reports the success of our digital activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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Rate the degree to which you agree or disagree with the following statements.

	Disagree	--	Neutral	--	Agree
As an organisation & a team we are constantly improving the way we use digital technologies & tools to be more effective & efficient in our work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where there is not the capability within the organisation, I am able to gain access to those with expertise, where required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The business has adequate ICT infrastructure to digitally succeed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>