

## Discovery Check List

### Copies of Carrier Voice/Data Contracts

- Local Telephone Services
- Long Distance Telephone Services
- ISDN BRI
- Frame Relay
- Internet Access
- Point to Point T1's

### Copies of Vendor Contracts

- Telephone Switch Lease
- Telephone Switch Maintenance

### Copies of Voice/Data Services Bills

*2 Recent Months Considered Average Usage*

- Local Telephone Services
- Long Distance Telephone Services
- ISDN BRI
- Frame Relay
- Internet Access
- Point to Point T1's

### Vendor Relationships

- Account Manager Contact Info

### Miscellaneous Items

- Network Diagram  
*Showing Voice/Data Connectivity and Hardware Type*
- List of All Office Locations  
*Include Addresses and Main Phone Numbers*
- Current Office/Company Directory  
*Showing Associates/Departments & Extension Numbers*
- Organizational Chart  
*Show All Associates/Titles Involved in IT Decisions*
- IT Annual Budget For Current Year
- IT Budget/Expenses For Prior Year
- List of Current Year Business Objectives/Targets  
*As Related to IT*