**Assessment checklist – for small business attendees**

**Is this digital solution going to work for me and my business?**

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| **What** | **Answer** |
| How will this disrupt my business processes? |  |
| How much time do I need to invest to make this work? |  |
| Who else is using this in my industry and in my region? |  |
| What technical support is available? |  |
| Is this easy to use? |  |
| What’s the track record of this supplier? |  |
| Has this been endorsed by my peers? |  |
| How much will the implementation cost? |  |
| How easy will the implementation be? |  |
| How will this improve my productivity? |  |
| How much are the maintenance costs? |  |
| What skills are required to implement this? |  |
| What training is required? How much training is required? |  |