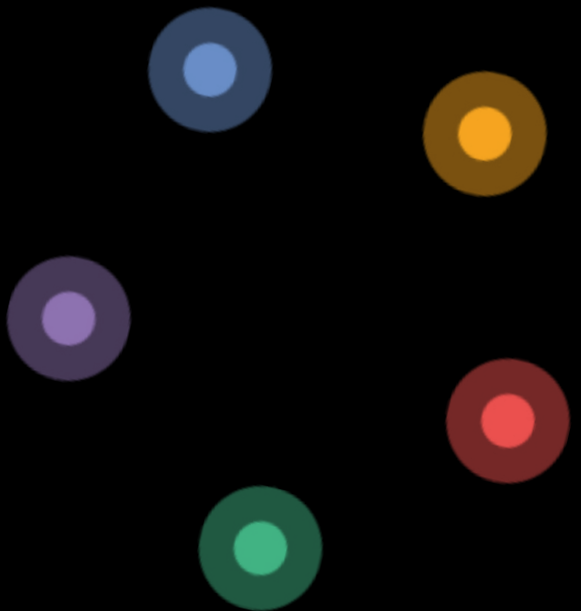


# Workplace Tech Deployment Checklist



## ALIGN WITH BUSINESS GOALS

- ☐ Define clear objectives: What specific business challenges is this tech solving?
- ☐ Map outcomes to strategic goals (e.g., productivity, experience, sustainability)
- ☐ Involve key departments (IT, HR, Facilities, Leadership) early in planning
- ☐ Assign clear ownership and accountability for success

## ENSURE USER-CENTRIC DESIGN & ADOPTION

- ☐ Conduct user research and stakeholder interviews
- ☐ Create user personas and map out daily workflows where the tech will be implemented
- ☐ Test solutions in pilot groups specifically for workflows before full rollout
- ☐ Provide engaging onboarding materials for users
- ☐ Collect and respond to user feedback post-deployment



## AVOID DATA OVERLOAD & THE INSIGHTS GAP

- ☐ Define which data is essential for decision-making
- ☐ Define which data is essential for success
- ☐ Establish a clear analytics and reporting framework
- ☐ Ensure dashboards are user-friendly and customisable
- ☐ Ensure dashboards and data are interoperable with other business data
- ☐ Regularly review data relevance and refine metrics

## MITIGATE SECURITY & PRIVACY RISKS

- ☐ Conduct a full data privacy impact assessment (DPIA)
- ☐ Ensure compliance with regulations (e.g., GDPR, ISO27001)
- ☐ Implement role-based access controls and audit trails
- ☐ Collaborate and share with IT and InfoSec teams from the start

## PLAN FOR SCALABILITY & FUTURE-PROOFING

- ☐ Choose flexible platforms that can integrate with your workplace ecosystem
- ☐ Ensure vendor roadmaps align with your future needs
- ☐ Document a long-term support and update plan
- ☐ Factor in adaptability to new workplace models (hybrid, remote, etc.)

## GET LEADERSHIP BUY-IN & ALIGNMENT

- ☐ Engage executive sponsors early
- ☐ Tie outcomes to leadership KPIs and strategic objectives
- ☐ Prepare regular updates that demonstrate ROI and progress
- ☐ Encourage leadership advocacy to drive engagement

## MITIGATE RISKS IN VENDOR SELECTION

- ☐ Evaluate vendors for alignment with your business goals and tech roadmap
- ☐ Assess vendor reputation, references, and case studies
- ☐ Review service-level agreements (SLAs) and support guarantees
- ☐ Ensure data security, privacy compliance, and integration capabilities
- ☐ Verify scalability, flexibility, and customisation options
- ☐ Plan for vendor lock-in risks and define exit strategies

# CONTACT

0330 120 0345

[info@spicatech.co.uk](mailto:info@spicatech.co.uk)

[www.spicatech.co.uk](http://www.spicatech.co.uk)