

Needs Assessment Checklist



Before You Begin

This comprehensive checklist encapsulates data that may be needed for complex NAS installations. If you have simple data storage needs (such as basic file sharing for a small team or straightforward data backup requirements), you may not need to complete this entire form.

For basic storage needs: If you're only looking for basic data storage and retrieval solutions, we recommend contacting us directly with:

1. A list of your "must-have" requirements (which will become the condition of sale)
2. Your "nice-to-have" features
3. Your approximate budget

With this information, we can quickly advise on the best solution for your needs without the detailed assessment below. Contact us at [Your Phone Number] or [Your Email Address].

For more complex business requirements or if you're unsure about your needs, this detailed assessment will help us recommend the perfect NAS solution for your organization.

Business Information

- ☐ Organization name: _____
- ☐ Industry: _____
- ☐ Number of employees: _____
- ☐ Number of locations: _____
- ☐ Primary contact person: _____
- ☐ Contact email/phone: _____

Current Storage Environment

- ☐ What storage solutions are you currently using? (Check all that apply)
 - o ☐ Individual computer hard drives
 - o ☐ External USB drives



- ☐ Cloud storage services (which ones?: _____)
- ☐ File server
 - ☐ SAN (Storage Area Network)
 - ☐ Existing NAS (Brand/Model: _____)
 - ☐ Other: _____
- ☐ Total current storage space in use: _____ TB
- ☐ Estimated annual data growth rate: _____ %
- ☐ How many years of storage growth do you want to plan for? _____ years

Storage Requirements

- ☐ What types of files will you primarily store? (Check all that apply)
 - ☐ Office documents (Word, Excel, PDFs, etc.)
 - ☐ Email archives
 - ☐ Images/Photos
 - ☐ Video files
 - ☐ CAD/Design files
 - ☐ Database files
 - ☐ Virtual machine images
 - ☐ Backups of endpoint devices
 - ☐ Other: _____
- ☐ Estimate the percentage of your storage needs by file type:
 - ☐ Office documents: _____ %
 - ☐ Images/Photos: _____ %
 - ☐ Video files: _____ %
 - ☐ Other large files: _____ %
- ☐ Estimated average file size: _____ MB
- ☐ Largest individual files that need storage: _____ GB

User Access Requirements

- ☐ How many users will need to access the NAS? _____
- ☐ Maximum number of simultaneous users? _____

Do users need remote access capabilities?

- o ☐ Yes, frequently
- o ☐ Yes, occasionally
- o ☐ No, local network access only
- ☐ Which platforms need access to the NAS?
(Check all that apply)
 - o ☐ Windows PCs
 - o ☐ Mac computers
 - o ☐ Linux systems
 - o ☐ iOS mobile devices
 - o ☐ Android mobile devices
 - o ☐ Web browsers
 - o ☐ Other: _____



Performance Requirements

- ☐ How would you rate your performance needs?
 - o ☐ Basic (file storage, occasional access)
 - o ☐ Standard (regular file operations, multiple users)
 - o ☐ High (frequent large file transfers, media streaming)
 - o ☐ Very high (video editing, virtualization, databases)
- ☐ Will you be running applications directly on the NAS?
 - o ☐ No
 - o ☐ Yes (please list): _____
- ☐ Do you need to stream media content?
 - o ☐ No
 - o ☐ Yes, to a few devices simultaneously
 - o ☐ Yes, to many devices simultaneously

Backup and Recovery Requirements

- ☐ How critical is the data you'll be storing?
 - o ☐ Not critical (convenience files, easily replaceable)



- ☐ Somewhat critical (would cause minor disruption if lost)
- ☐ ☐ Very critical (would cause significant disruption if lost)
- ☐ ☐ Mission critical (business cannot operate without this data)
- ☐ ☐ What is your Recovery Time Objective (RTO)?
 - ☐ ☐ Less than 1 hour
 - ☐ ☐ 1-4 hours
 - ☐ ☐ 4-8 hours
 - ☐ ☐ Next business day
 - ☐ ☐ Other: _____
- ☐ ☐ What is your Recovery Point Objective (RPO)?
 - ☐ ☐ Less than 1 hour of data loss acceptable
 - ☐ ☐ Up to 4 hours of data loss acceptable
 - ☐ ☐ Up to 24 hours of data loss acceptable
 - ☐ ☐ Other: _____
- ☐ ☐ What backup strategy do you require?
 - ☐ ☐ Local backup to another device
 - ☐ ☐ Offsite/cloud backup
 - ☐ ☐ Both local and offsite backups
 - ☐ ☐ Replication to another NAS
 - ☐ ☐ Other: _____

Security and Compliance Requirements

- ☐ ☐ What security features do you need? (Check all that apply)
 - ☐ ☐ User authentication
 - ☐ ☐ Group-based permissions
 - ☐ ☐ Folder-level access control
 - ☐ ☐ File/folder encryption
 - ☐ ☐ Network traffic encryption
 - ☐ ☐ Two-factor authentication



- ☐ IP access control
- ☐ ☐ Audit logging
- ☐ ☐ Other: _____



- ☐ Are there any specific compliance requirements? (Check all that apply)
 - ☐ ☐ GDPR
 - ☐ ☐ HIPAA
 - ☐ ☐ SOX
 - ☐ ☐ PCI DSS
 - ☐ ☐ ISO 27001
 - ☐ ☐ Other: _____

Network Environment

- ☐ Current network infrastructure:
 - ☐ ☐ 100 Mbps
 - ☐ ☐ 1 Gbps
 - ☐ ☐ 10 Gbps
 - ☐ ☐ Mixture (please specify): _____
- ☐ Do you need Wi-Fi access to the NAS?
 - ☐ ☐ Yes
 - ☐ ☐ No
- ☐ Do you have an existing backup power solution (UPS)?
 - ☐ ☐ Yes
 - ☐ ☐ No
 - ☐ ☐ Planning to purchase

Budget and Timeline

- ☐ Budget range for NAS solution:
 - ☐ ☐ Under \$500
 - ☐ ☐ \$500-\$1,000



- ☐ \$1,000-\$2,500
- ☐ ☐ \$2,500-\$5,000
- ☐ ☐ \$5,000-\$10,000
- ☐ ☐ Over \$10,000
- ☐ When do you need to implement this solution?
 - ☐ ☐ Immediately
 - ☐ ☐ Within 1 month
 - ☐ ☐ Within 3 months
 - ☐ ☐ Within 6 months
 - ☐ ☐ Long-term planning
- ☐ Do you prefer to:
 - ☐ ☐ Purchase outright
 - ☐ ☐ Lease/finance
 - ☐ ☐ Subscription model
 - ☐ ☐ Other: _____

Additional Requirements

- ☐ Are there any specific features you need? (Check all that apply)
 - ☐ ☐ Virtualization support
 - ☐ ☐ Docker container support
 - ☐ ☐ Surveillance camera integration
 - ☐ ☐ Media streaming/transcoding
 - ☐ ☐ Web server hosting
 - ☐ ☐ Email server
 - ☐ ☐ VPN server
 - ☐ ☐ Database server
 - ☐ ☐ Other: _____
- ☐ Do you need integration with any cloud services? (Check all that apply)
 - ☐ ☐ Google Drive
 - ☐ ☐ Dropbox



- ☐ OneDrive
- ☐ ☐ Amazon S3
- ☐ ☐ Azure
- ☐ ☐ Other: _____



- ☐ Any other specific requirements or considerations?

For Kickstart Computers Use Only

- ☐ Recommended NAS model: _____
- ☐ Drive configuration: _____
- ☐ RAID level recommendation: _____
- ☐ Estimated capacity: _____ TB (raw) / _____ TB (usable)
- ☐ Additional services recommended:
 - ☐ ☐ Installation and configuration
 - ☐ ☐ Data migration
 - ☐ ☐ Staff training
 - ☐ ☐ Backup setup
 - ☐ ☐ Support plan
 - ☐ ☐ Other: _____

Contact Kickstart Computers for expert assistance with your NAS implementation

Phone: 0416 353 501 Email: sales@kickstartcomputers.com.au Website:

<https://kickstartcomputers.com.au/>

This document is provided as a service by Kickstart Computers to help you determine your NAS requirements. For a personalized assessment, please contact our team.

Note: This detailed checklist is designed for comprehensive NAS planning. If you find it overwhelming or too detailed for your needs, please remember our offer above to discuss your requirements directly. We're happy to simplify the process and focus on just what you need.