



# 206 IT Budget Planning Checklist

A Practical Guide for Business Owners



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A woman with glasses is shown in profile, working at a computer workstation in a server room. She is wearing a blue plaid shirt and a watch. The room is dimly lit with blue light from the monitors. There are several computer monitors on the desk, some displaying data and charts. A coffee cup is visible on the desk. The background shows rows of server racks.

# 2026 IT Budget Planning Checklist

## A Practical Guide for Business Owners

Q1 is complete, and now is the ideal time to assess whether your 2026 IT budget is still working for your business. Technology needs evolve quickly. A budget created in January may already need adjustment to reflect operational realities, security priorities, and growth opportunities.

Use this checklist to review your current plan.

## Review Q1 Actual IT Spend

Start by comparing your planned budget against actual Q1 expenses:

- Compare forecasted vs actual IT costs
- Identify unexpected spend categories
- Review vendor invoices and subscription renewals
- Evaluate one-time emergency costs
- Update full-year projections

### **Key Question**

Are you currently on track for annual spend?

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## Hardware Refresh & Lifecycle

Assess whether existing devices and infrastructure can support the rest of 2026. Keep an eye out for:

- Laptops/desktops older than 3-5 years
- Server approaching end-of-life
- Network equipment decline
- Aging printers and peripherals
- Mobile device replacement schedule

### **Key Question**

What needs replacement before year-end and poses a risk to the business?

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## Cybersecurity & Risk Management

Security budgets should be reviewed quarterly:

- Endpoint protection and antivirus
- Firewall and network security
- Email security / phishing protection
- Multi-factor authentication
- Security awareness training
- Backup and disaster recovery training
- Cyber insurance and compliance requirements

### **Key Question**

Does your current budget adequately cover modern security risks and protect your business from cyber threats?

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## Cloud & Software Licensing

Recurring software costs often change during the year. Review:

- Microsoft 365 / productivity suite licenses
- Cloud storage and backup costs
- CRM / ERP / business software subscriptions
- License count aligned with headcount
- Unused software subscriptions removed



### Key Question

Are you paying for tools that are no longer being used?

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## Growth Planning for Q2 - Q4

Align IT spend with business goals:

- New hires requiring devices / licenses
- Office expansion or relocation / rearrangement
- Remote work support
- New software implementations
- Process automation initiatives

### Key Question

Can your current IT environment support growth plans?

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## Strategic IT Support

Technology should be a business enabler, not just a cost centre.

- Managed IT support review
- SLA and response time assessment
- Strategic advisory support
- Roadmap for Q2 - Q4 initiatives

### Need help planning?

Microsystems helps business align technology investments with business goals. **Book a planning call** with our team to review your 2026 IT budget and technology roadmap.

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## IT Budget Health Scorecard

Use our scorecard to assess whether your IT budget is on track for the remainder of 2026 or if immediate attention is required.

Category	Green (On Track)	Amber (Needs Review)	Red (Urgent)
Q1 spend vs budget	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hardware & devices	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cybersecurity protection	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Software & cloud costs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Readiness for growth	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

If you have **2 or more Amber / Red responses**, it may be time to review your IT budget for Q2-Q4.





## Ready to Plan the Rest of 2026?

Our team helps Bermuda businesses align IT spending with growth, risk management, and operational goals.

**Book a Planning Call**



***Microsystems***

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