VIDA ICT SOLUTIONS

The SME IT Readiness Guide

A practical self-assessment for Nigerian small and medium businesses

Why this guide exists

Most Nigerian SMEs do not have an IT department. They have a laptop, a router, a WhatsApp group and one person who "knows computers". That arrangement works until it does not ? and when it fails, it fails on a day that matters: payroll, a big order, a tax deadline.

This guide gives you a way to see your own exposure before something forces you to. It is the same sequence of questions we ask on a paid diagnostic, published for free. Nothing here requires you to buy anything.

How to use it

Work through the five sections below with the person who actually touches your systems day to day ? not the person who signs invoices. Where you cannot answer a question, that is itself a finding: write "we do not know" and move on.

Score each section out of four. A total of 15 or above means your foundations are broadly sound. Between 8 and 14 means you have real gaps but nothing catastrophic. Below 8 means one bad week could stop the business, and you should act on section one first.

Section 1 • Backups and recovery

- Can you name, right now, where your accounting data, customer list and documents live? If the answer is "on someone's laptop", you have a single point of failure.
- Is anything backed up automatically, without a person remembering to do it? Manual backups stop happening the first busy month.
- Has anyone ever restored a file from a backup to check it works? An untested backup is a hope, not a control.
- If your main machine died this morning, how many working days would you lose? Write the number down. That number is your recovery target.

Section 2 • Access and accounts

- List every system that holds business data: email, accounting, banking, social media, your website, your domain registrar. Now list who has the password to each.
- Are any of those passwords shared in a WhatsApp or email thread? Shared passwords cannot be revoked when someone leaves.
- Is two-factor authentication on for email and banking at minimum? These two protect most of what an attacker wants.
- When an employee or contractor left, were their accounts disabled the same week? Orphaned