

Technology Due Diligence Checklist

1. Executive Summary

- Overview of technology landscape
- Objectives of due diligence
- Key findings and recommendations

2. Product & Technology Overview

- Application/product description
- Architecture diagrams and documentation
- Technology stack and dependencies

3. Infrastructure & Operations

- Hosting and cloud infrastructure details
- DevOps processes and automation
- Disaster recovery and backup strategies
- Monitoring and alerting systems

4. Software Development

- Development methodology (Agile, Waterfall, etc.)
- Code quality and documentation practices
- Testing strategy and coverage
- Release management and deployment pipeline

5. Security & Compliance

- Security policies and risk assessments
- Data privacy and compliance (GDPR, HIPAA, etc.)
- Incident response procedures

6. IT Organization & Team

- Organization chart and team roles
- Key personnel and skill gaps
- Third-party contractors and vendors

7. Intellectual Property

- Summary of owned and licensed IP
- Patents, copyrights, and trademarks
- Open source usage and compliance

8. Budget & Cost Analysis

- Technology and IT spend breakdown
- CapEx vs. OpEx

- Forecasted investments and roadmap

9. Risks & Recommendations

- Key risks identified
- Suggested mitigation actions
- Technology roadmap recommendations

Important Notes

- This document should be regularly updated as technology evolves.
- Engage relevant stakeholders from both technical and business teams during review.
- Confidentiality must be maintained when handling sensitive technical details.
- The checklist serves as a baseline; adapt and expand sections as needed for specific organizations.