Prepare a survey:

1. Can you provide an overview of the municipal accounting office, including its history, mission, and key objectives? (Background/Company Profile)
2. What specific services does the municipal accounting office offer to the community? (Nature of Business)
3. Are there any specialized tasks or functions that are unique to the nature of municipal accounting? (Nature of Business)
4. Can you describe the current state of the office's technology infrastructure? (Current Situation)
5. What are the existing hardware and software systems in use? (Current Situation)
6. Are there any current challenges or issues with the existing network infrastructure? (Description of the Problem)
7. Have there been any recent incidents or problems related to network security or performance? (Description of the Problem)
8. What opportunities for improvement or expansion do you envision for the municipal accounting office? (Opportunity)
9. Are there upcoming projects or changes in the business that might impact network requirements? (Opportunity)
10. What specific goals do you want to achieve with the new network design? (e.g., improved efficiency, enhanced security, scalability) (Network Design Objectives)
11. What are the current IT resources available, including servers, computers, and networking equipment? (Available Resources)
12. How many employees are using the network, and what are their roles? (Available Resources)
13. Are there any specific software applications or tools required for the accounting processes? (Resources Needed)
14. What are the future resource needs, considering potential growth or changes in operations? (Resources Needed)
15. Can you provide a schematic or description of the current network layout, including the number of servers, workstations, and their locations? (Existing Network Design)
16. What types of networking equipment are currently in use (routers, switches, firewalls)? (Existing Network Design)
17. What are your preferences for the new network design? (e.g., centralized vs. distributed architecture) (Proposed Network Design)
18. Are there any specific security measures or compliance requirements that need to be considered in the design? (Proposed Network Design)