

# Digital Communication Tools Audit Checklist

## General Information

Tool Name	
Type (Email, Chat, Video, etc.)	
Department/Team Using	
Primary Purpose	
Owner/Administrator	

## Functionality & Usage

Frequency of Use	
Number of Users	
Features Used	
Integration with Other Tools	

## Security & Compliance

Access Controls Set	
Data Encryption	
Regular Audits Conducted	
Compliance Standards Met (GDPR, HIPAA, etc.)	

## Challenges & Opportunities

Reported Issues	
User Training Needs	
Opportunities for Consolidation	
Other Comments	