

## COMPONENTS OF THE TECHNOLOGY PLANNING PROCESS

<b>PREPARATION</b>		
<b>COMPONENT</b>	<b>PURPOSE</b>	<b>GUIDING QUESTIONS</b>
The Planning Committee	To involve key stakeholders in the development of the plan	<ul style="list-style-type: none"> <li>Who should be involved in the development of the plan?</li> </ul>
Needs Assessment	To determine the current state of technology in order to determine needs for the future	<ul style="list-style-type: none"> <li>What is the current state of technology in the school and/or school district?</li> <li>What data are available to verify the current state of technology?</li> </ul>
<b>VISION AND MISSION</b>		
Vision Statement	To conceptualize a vision for the role of technology in the school or school district	<ul style="list-style-type: none"> <li>What is the overarching school or district vision statement?</li> <li>Does the vision for technology support this?</li> <li>Are the mission/vision statements realistic?</li> <li>Are the mission/vision statements created, understood and accepted by all stakeholders?</li> </ul>
Mission Statement	To establish a mission that will help realize the vision	
Needs Assessment	To determine gaps between current status and present and future needs	<ul style="list-style-type: none"> <li>What data can be gathered to determine present levels of technology use and student impact?</li> <li>What resources—such as hardware, software, professional development, connectivity strategies—are still needed to realize the mission established in the plan?</li> <li>How can monitoring of emerging technologies be built into the plan?</li> <li>What data can be collected during implementation that will help to guide future decisions?</li> </ul>
<b>PLAN ACTIVITIES AND TIME LINE</b>		
Goals	<p>To create goals to frame the plan according to the mission statement</p> <p>To examine established goals against current state of technology</p>	<ul style="list-style-type: none"> <li>What goals are already in place at the school, district, and state level that will impact the Technology Plan?</li> <li>How do the data on the current state of technology compare to these goals?</li> <li>Based on this comparison, what goals should be revised, deleted, or included in the new technology plan?</li> <li>Will newly identified goals move the stakeholders toward meeting the mission?</li> </ul>
Objectives	To use data to identify more specific objectives inherent in the broader goals	<ul style="list-style-type: none"> <li>Based on the data gathered, what are the specific objectives that must be met to meet the goal?</li> <li>How will you know when the objectives have been met?</li> </ul>

## COMPONENTS OF THE TECHNOLOGY PLANNING PROCESS

Strategies	To identify specific strategies to meet each of the identified objectives for each broad goal	<ul style="list-style-type: none"> <li>• What strategies can be employed to meet the identified objective(s)?</li> <li>• Which of the identified strategies can best be implemented with the available resources? (Resources include time, talent, and skill level of the stakeholders)</li> <li>• Which strategies will produce the desired results most effectively and efficiently?</li> </ul>
Implementation plan	To detail a specific plan for the implementation of the selected strategies	<ul style="list-style-type: none"> <li>• What specific details must be implemented?</li> <li>• When are they to be implemented?</li> <li>• Who will implement them?</li> <li>• Who will monitor the implementation?</li> <li>• What evidence will be accepted to demonstrate required implementation?</li> <li>• Is a contingency plan in place to “tweak” a faltering strategy?</li> </ul>
Evaluation plan	To evaluate the extent to which the goals and objectives have been met	<ul style="list-style-type: none"> <li>• Which data will be used to evaluate the success of the strategy(ies)?</li> <li>• What will be the format for the evaluation?</li> <li>• When will the evaluation occur?</li> </ul>
<b>BUDGET AND RESOURCES</b>		
Budget	<p>To identify resources needed for successful implementation</p> <p>To identify resources needed for sustaining the initiative described in the plan</p>	<ul style="list-style-type: none"> <li>• What resources (finances, people, time, equipment, facilities) are needed to implement each strategy?</li> <li>• Are the necessary resources available?</li> <li>• If not, where can necessary resources be found or developed?</li> <li>• What resources can be substituted without jeopardizing the successful implementation of the strategy?</li> </ul>