

St. Dominic Technology Assessment and Strategic Plan Guidelines

Successful implementation of technology requires solid assessment and thorough planning along with professional development and ongoing training. Assessment will help determine Total Cost of Ownership which includes support, maintenance, training and development and replacements costs over the long term. Evaluation of the results of the technology implementation maximizes the investment and aids in future technology considerations.

Each area below needs to be addressed in a formal proposal to the technology committee for consideration.

1. **Determine users.** Indicate if the technology offers parish-wide or cross-ministry applications and benefits. Determine and report its value as a tool from direct test results by a group of the selected users. Determine what area will provide and be responsible for ongoing administration (example; adding users, changing passwords).
2. **Analyze the benefits.** Determine how the technology meets administrative, ministry, educational or curriculum objectives and/or goals. Identify tasks and problems.
3. **Evaluate the required professional development and ongoing training.** Determine the timeline, location, type and providers for training. Determine any required support, ongoing maintenance and upgrades. Develop and provide a training implementation plan if needed.
4. **Determine the total cost of technology.** Include hardware (including product life-cycle), software, training (professional development), technical support and maintenance (updating and/or upgrading/replacement) costs. Indicate how each of these expenses will be budgeted.
5. **Develop assessment tools.** Explain what tools and measures will be used to determine success. Explain what evaluation reports will be provided at the start, middle, and at the end of the implementation plan, include determination on keeping the technology current or decommissioning.

St. Dominic Technology Assessment and Strategic Plan Questionnaire

The following questionnaire in conjunction with the *Assessment and Strategic Plan Guidelines* has been developed to assist those preparing technology proposals. The questions to be answered are grouped to reflect the five areas of the *Guidelines* document. Please provide answers to **each** question provided in the space indicated. Please do not leave answers blank.

Proposal Submitted by: _____ Date: _____ Desired Implementation Date: _____

1. Technology being proposed	
a. Please provide the name of the technology being proposed	
b. Please provide an overview and description of the technology being proposed	
c. Please provide the technology Proposal	
d. What is the implementation plan?	
2. Determine users.	
a. Does the technology offer parish-wide or cross-ministry applications and benefits?	
i. If no, what users will the technology support?	
ii. If yes, how will it support cross-ministry applications?	
b. What testing has been done to determine its value as a tool?	
c. Was the testing done by a group of the selected users? Please list the users.	
d. If yes, what are the results of the testing?	
e. What are the ongoing administration requirements? (Ex. adding users, changing passwords)	
f. Who will be responsible for ongoing administration?	
3. Analyze the benefits.	
a. How does the technology meet administrative, ministry, educational or curriculum objectives and/or goals?	
b. What are the tasks and problems?	

4. Evaluate the required professional development and ongoing training.	
a. What type of training will be needed?	
b. Who will need to be trained?	
c. Who will provide the training?	
d. What is the timeline for training?	
e. What type of support will be needed?	
f. Will ongoing maintenance be required?	
g. Will there be required upgrades?	
5. Determine the total cost of technology.	
a. What hardware will be required and what is the estimated cost?	
b. What is the expected product life-cycle of the hardware?	
c. What software will be required and what is the estimated cost?	
d. What is the estimated cost of training or professional development reported above?	
e. What are the estimated costs for technical support and ongoing maintenance (updating and/or upgrading/replacement)?	
f. What is the estimated total cost of ownership?	
g. How will each of the above expenses be budgeted or funded?	
6. Develop assessment tools.	
a. What tools and measures will be used to determine success?	
b. What evaluation reports will be provided at the start, middle and at the end of the implementation plan?	
c. What will be the determining factor on keeping the technology current or decommissioning?	

Action Taken _____.

Committee Member Signature _____ Date _____.