

Technology Plan Outline ETEC 5780

*Adapted from SEIR*TEC's sample outline on p. 32.*

- I. Executive summary
 - A. Vision statement
 - B. Goals

See Modules 1 and 2 readings and videos.
- II. Impact of technology on the workplace
- See Activities 2 and 3.***
- III. Current status of technology use and availability
- See Activity 5.***
- IV. Planning focus areas
 - A. Integration of technology in the organization
 - 1. Overview of integration strategies (aligned to ISTE Standards and I.B goals)
 - 2. Objectives/Sample activities

See Activity 5.
 - B. Professional development
 - 1. Overview of professional development strategies (aligned to ISTE Standards and I.B goals)
 - 2. Objectives/Sample activities

See Activity 6.
 - C. Community engagement
 - 1. Overview of community engagement strategies (aligned to ISTE Standards and I.B goals)
 - 2. Objectives/Sample activities

See Activity 10.
- V. Infrastructure
 - A. Hardware and software
 - 1. Networking
 - 2. Facilities
 - 3. Network security
 - 4. Data management and security
 - 5. Support

See Activity 5.
- VI. Equitable access
 - A. Acceptable Use Policy (copy)

Schools and/or districts have standardized Acceptable Use Policies; simply insert a copy (or URL) of that policy. Non-education organizations may or may not have something titled Acceptable Use Policy but likely have at least one policy about employee usage of equipment and services like Internet access. Find the comparable policy for your organization and include it. If one is not available, note that here where the policy would be placed.

- B. Provisions for organization-wide technology access
Describe what technology is available to organization members (employees, guests, customers, students, etc.). Examples might be computer labs, equipment available for checkout, public-access WiFi, etc. See Activity 6.

- VII. Personnel roles and responsibilities
Describe broadly the individuals by title and/or role—not by name—who will be associated with the preparation and implementation of the technology plan and what roles they will fulfill in those activities.

- VIII. Budget and funding
The resources you request in your grant proposal should be included in the technology plan. Include the proposed budget and funding information from your grant proposal. Add any additional information that is necessary to describe how you expect to cover any costs that the technology plan preparation or implementation may incur. See Activity 11.

- IX. Evaluation
 - A. Evaluation questions
 - B. Indicators of success
 - C. Information sources
 - D. Criteria and benchmarks***Describe how your technology plan will be evaluated. Formulate this description around the four elements identified here. This description may be presented in a table or a narrative. See Activity 9.***

- X. Five-year action plan
Describe briefly how over the course of five years from implementation the plan may be implemented.

- X. Appendices
 - A. Surveys and survey data
 - B. Bibliography
 - C. Other***These are suggested appendices. Include your questionnaire (Activity 9; X.A.) and any resources you may have used to prepare the plan (X.C.). Format the list of resources (X.B.) per APA guidelines.***