

Technology Planning Roadmap



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Background

Why we did this

Support programs to make best use of the technology they have and to plan for the future

What it's based on

- Research on effective integration of technology
- Finding our way – Literature Scan 2011
- Learning Together with Digital Technologies – Illustrative Case Studies 2012



Why a technology plan?

Technology is a tool. It enables us to get done what we need to get done. Technology is not an end in itself. Technology like any other tool is only useful if it is in good working order so we can use it to get the job done. That's where a Technology Plan can help.



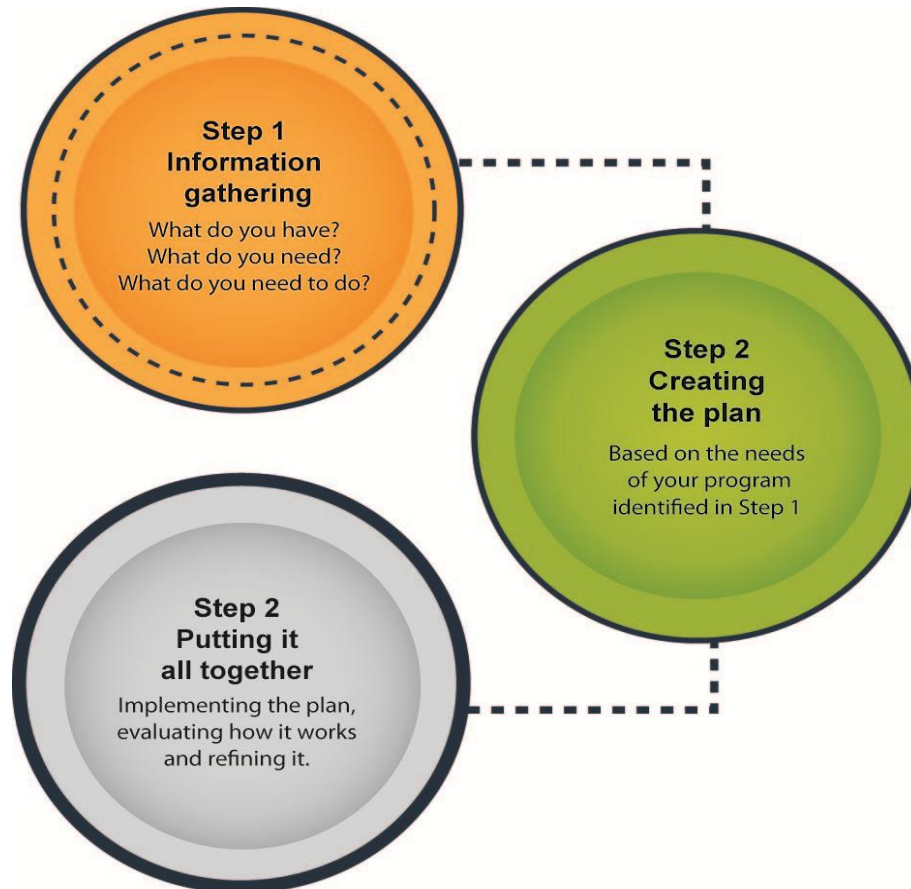
What is Technology Planning?

- Technology planning is a process...
 - ✓ to identify an organization's needs
 - ✓ to make the most of the technology you have
 - ✓ to plan for future investments
- A technology plan will include
 - ✓ planning to fund the equipment upgrade/replacement cycle
 - ✓ software update policies,
 - ✓ PD policies and a plan to develop and support ongoing PD

A technology plan is a living document, it is practical and action oriented



3 Step Process



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The templates

- Infrastructure/Inventory
- Technology Processes
- Professional Development
- Technology Plan



Technology Infrastructure/Inventory

- What does your technology infrastructure look like?
- An inventory of all the hardware, devices and software in your program



Technology Infrastructure/Inventory

PC Inventory

Note: It is helpful to identify each computer or device by name or number.

Make and Model	Date Purchased/ Acquired	Name OR Number	Operating System	RAM	Hard Drive Total and Total Free Space	Applications/Programs Loaded	Antivirus Installed	Networked to shared Drives Y/N	Networked to Printers Y/N	Connected to the Internet Y/N	For use by Students? Staff? Public
<i>Click Computer – this information is on the first page</i>			<i>Click Computer – this information is on the first page</i>	<i>(Click Computer > System Properties)</i>	<i>(Click Computer – you will see the amount of free space on the first screen)</i>	<i>(Click on the Start Menu > All Programs)</i>	<i>(Look in the bottom right of the screen – near the system clock to see if there is an icon for an Antivirus program)</i>				

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Technology Infrastructure/Inventory

Software Programs and Application Inventory

Note: Check the Applications/Programs Loaded columns in the Inventories

Program or Application Name and Version #	Installed on which computer or device?	Purpose <i>e.g. email (Administration and Instruction) Accounting, Learning software</i>	License Type	No. of Licenses	Who uses the program or application? Students Staff



Technology Processes

How technology is used in your program?

- Administration
- Teaching and Learning
- Where/if they overlap

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Technology Processes

	TO DO	On Our Way	DONE
Infrastructure/Administration			
Are your systems secured? <i>(e.g. Is your data backed up? Do you have a Firewall? Do you have virus protection?)</i>	Not Sure	Fairly sure	All systems and data are secured
Do you have reliable internet access? Wi-Fi?	Not sure	Yes, high-speed internet access on all computers	Yes, high-speed internet access on all computers

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Technology Processes

	TO DO	On Our Way	DONE
Teaching and Learning			
Do you have updated software versions?	Some/Not Sure	Fairly sure	All software is updated regularly
Do you have file management protocols for students e.g. saving student work? Deep freeze?	Deep Freeze – students cannot save work	Student work can be saved	Student work can be saved All student computers are wiped on a regular basis Student work is archived
Are software versions consistent across all computers?	Not sure	Fairly consistent	Regular and consistent software updates computers

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Technology Processes

	TO DO	On Our Way	DONE
Administration and Teaching and Learning			
Is your technology equipment up to date?	Various types and ages of equipment Not sure what we have Not sure what works	Newer equipment but not fully standardized Inconsistent, not completely sure what we have and what works Some newer equipment but not consistent across the program	Standard, up-to-date technology for administration and program delivery
Do you have consistent access to technical support?	Ad Hoc Informal Inconsistent	Informal Fairly consistent and available	Consistent access to tech support
Is your data backed up? <i>(e.g. Do you have a back-up software program OR do you purchase managed back-up services?)</i>	Irregularly/Not Sure	Regular Back Ups Backed up data stored on-site	Regular Back-ups Backed-up data safely stored off-site

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Professional Development

Needs Assessment

- what do program staff and volunteers know and what they want and need to know in order to effectively use the technology you have
- how do program staff and volunteers like to learn.

Time Allocation and Resourcing

- how will you fund training and professional development, and cover the costs of release time How will PD be delivered?

Evaluation

- how will you measure the effectiveness and impact of training and professional development?



Professional Development

I need opportunities to participate in technology staff development/professional development focused on:

- Basic computer/technology use
- Why I should consider using digital technologies in my adult literacy practice
- What other instructors are doing with digital technologies and what they think
- What we know about proven learning principles in relation to using digital technologies for instruction and learning
- How do I set about Incorporating technology in my instruction
- How to support Learners using technologies
- Working with the OALCF Competency D “Use Digital Technology”

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Professional Development

What we want to accomplish Why/What for	Tools Which	PD method How	When/who	How we will evaluate the actual impact of the PD offered?

Technology Plan

The Technology Plan can help you in a number of ways..

- Roadmap
- To get a good sense of the technology you have, the technology you need, and how your program is currently working with technology.
- The process, discussion, reflection that you go through is also very valuable gives you an opportunity to really think through how technology fits with your overall mission, how technology can be an enabling tool.

Remember: The focus of the plan is on solving problems and making technology work for YOU



Technology Plan

Technology Plan Template

Remember: The focus of the plan is on solving problems and making technology work for YOU

Program Name	
Date:	
Timeframe for the Technology Plan	

Contents

Part 1	Introduction (Background information based on the Technology Assessment – Processes and the Technology Infrastructure Inventory)
Part 2	Technology Plan Overview – priorities Action Plans
Part 2A	Professional Development Plan Overview – priorities Action Plans
Part 3	Budget Technology Policies Checklist

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Technology Plan

Part 2: Technology Plan Overview

Priorities	Goals	Tasks	Timelines
OALCF	Enable the development of integrated tasks		
<i>E.G. How will the Technology Plan support the work of the agency?</i>			
<i>E.G. Develop Software and Application Upgrading Schedule</i>	Goal 1:	Task 1:	Enter Dates:
		Task 2:	
	Goal 2:	Task 1:	
		Task 2:	

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Technology Plan

Part 2: Action Plans

PRIORITIES: e.g. OALCF (Enable the development of integrated tasks)

GOALS: *What we want to achieve.*

Tasks	Timeframe	Responsible	Success Marker
Who will Monitor?		Who will Sign Off?	

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Budgeting

Based on what you want to do with technology and how you think technology can support your vision and mission ...

Technology Policies

Do you have them?

Do you need them?

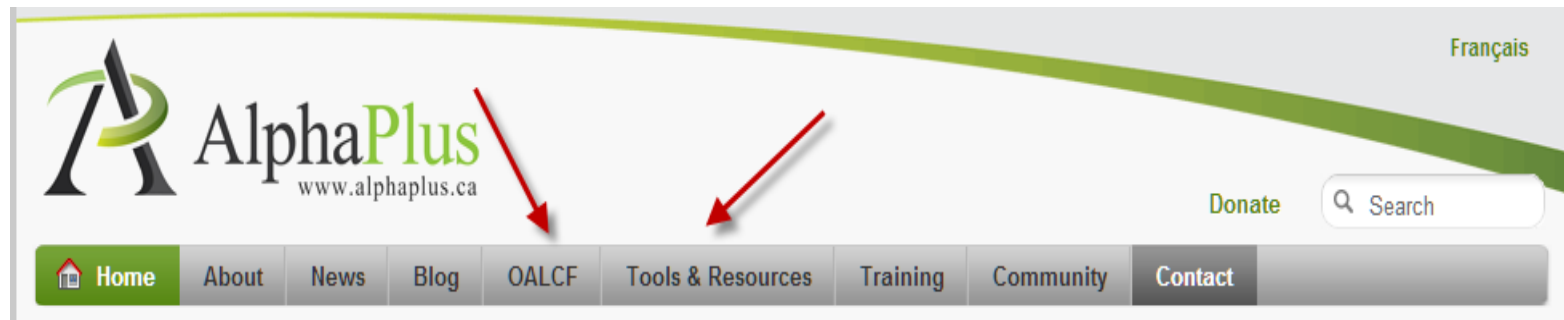
Who decides what they are?

How do they help?

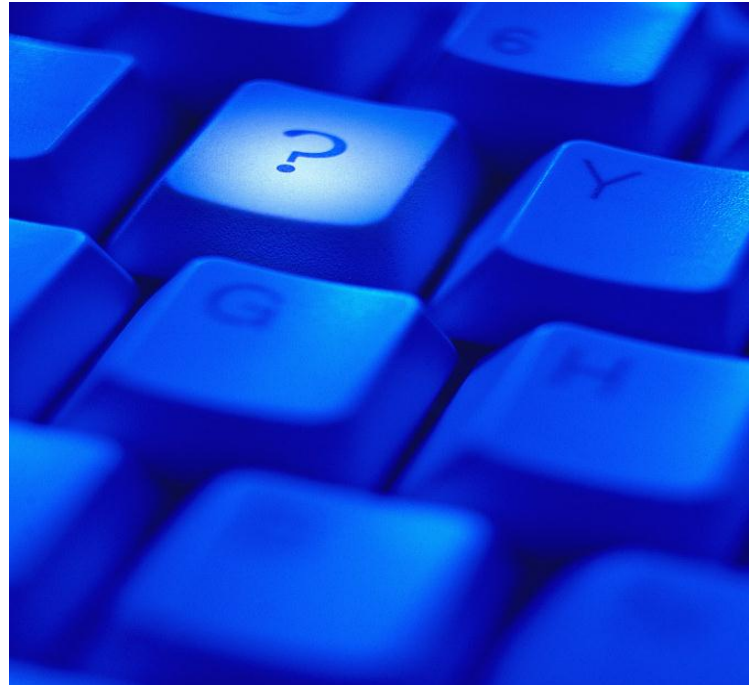
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Technology Planning on the AlphaPlus Web Site



Questions



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2 Quick Reads...

A very interesting set of questions to consider when you are looking to acquire technology for learning

[What's Worth Investing in...?](#)

And From Tech Soup...

[Tactical Tech Planning](#)

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And now....

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If you have questions or want to follow up with us...
info@alphaplus.ca

Thank you

