

Technology Plan Checklist

Checklist Overview:

Successful technology plans align the overall education or library service improvement objectives within the following criteria. It is critical that technology planning not be viewed or treated as a separate exercise dealing primarily with hardware and telecommunications infrastructure. There must be connections between the proposed physical infrastructure of the information technology and plan for professional development, curriculum reform, and library service improvements.

1. The plan establishes clear goals and a realistic strategy for using telecommunications and information technology to improve education or library services.
2. The plan has a professional development strategy to ensure that staff knows how to use the new technologies to improve education or library services.
3. The plan includes an assessment of the telecommunication services, hardware, software, and other services that will be needed to improve education or library services.
4. The plan provides for a sufficient budget to acquire and maintain the hardware, software, professional development, and other services that will be needed to implement the strategy for improved education or library services.
5. The plan includes an evaluation process that enables the school or library to monitor progress toward the specified goals and make mid-source corrections in response to new developments and opportunities as they arise.