

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 an 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.

Action Taken _____

Signature

Date _____