

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.

**1. Determine users.**

- a. Does the technology offer parish-wide or cross-ministry applications and benefits?
- b. If not, what users will the technology support?
- c. What testing has been done to determine its value as a tool?
- d. Was the testing done by a group of the selected users? Please list the users.
- e. What are the results of the testing?
- f. What are the ongoing administration requirements? (Ex. adding users, changing passwords)
- g. Who will be responsible for ongoing administration?

**2. 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?

**3. Evaluate the required professional development and ongoing training.**

- a. What type of training will be needed?
- b. Who will provide the training?
- c. Where will the training be given?
- 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?
- h. Is there an implementation plan in place?

**4. 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. How will each of the above expenses be budgeted or funded?

**5. 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?