

## Technology Plan Template

[The red text found in brackets is to help coach you as you use this template. You may want to save a copy of this file that contains the red coaching text for future use. Then, delete all red coaching text in your actual plan.]

## Title page

[On the upper portion of the title page, provide the Technology Plan title, the name of your program, and location, as shown here.]

# Technology Plan: Retired and Senior Volunteer Program of Dane County, Madison, Wisconsin

[The lower portion of the title page features your name, your team's name(s), name of your sponsoring organization, logo, and URL, as shown here.]



<http://www.rsvpdane.org/>

[Replace with your logo and URL]

Prepared by Kathy Meyer  
RSVP Sponsored by Catholic Family Charities

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[Type in the correct heading titles, page numbers, etc. for your Table of Contents. If you're using MS Word, use the automated feature that creates a table of contents for you. See MS Word's "Help" feature for assistance, search on "table of contents."]

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[Write your entries below each heading title. Delete all coaching text when finished.]

## Executive Summary

[Begin with a brief summary (one paragraph) of your technology plan. Be sure to highlight key areas of the plan including goals, vision, needs, priorities, and most importantly, solutions. This summary tells the reader how you will use technology to achieve agency goals and mission in a nutshell.]

## Organization Profile

[In this section write a short description of the organization to set the context. Include information such as who are you as an organization, what is your mission, whom do you serve, and what kinds of services do you provide? ]

## Goals and Technology Vision

[Paint a picture of how you see your agency using technology in light of its goals. What are your goals and aspirations as an agency and what problems do you want to solve? How will technology contribute to solving these problems to achieve your mission?]

## Current Technology and Resources

[Write an assessment of your current technology and staff resources. Consider what you currently have, what works well, what needs maintenance or upgrade. How do you currently maintain technology and train staff. What kind of training is needed?]

## Priority Needs

[Focus on what you want to do with technology, not simple what you want to purchase. Show that your plan is about how to better serve people's needs through improved equipment, tools, and training. Tie

your needs to your vision and goals linking technology to a few key areas. Why do you need a new computer, piece of software, or a network? What are your priorities? Which technology needs are most critical? You may want to use the table below to list your priorities.]

<b>PRIORI TY</b>	<b>ITEM</b>	<b>REASON</b>
<b>High Priority</b>	[Include things <u>you have</u> in a tech-smart office, like Hardware Software, Local Area Network Internet Connection, or Website. In addition, make sure you've considered other resources and things <u>you do</u> to support your tech-smart office, like staff training, technical support, and maintenance.]	[Explain how you will use the item and why you need it. You might use statements like: To support... To improve... To assist... To increase... To reduce...]
<b>Medium</b>		
<b>Low</b>		

## Solutions

[This section is a very critical piece of your technology plan because it justifies your needs for new technology and resources. After exploring various technology solutions and systems, perhaps with the help of a technical assistance provider, map out the future system and show how it will solve the problems you have identified earlier. Include the specific items you listed in the table above, and write out your recommendations for implementation. Be sure to develop a tech support strategy and outline any organizational changes necessary to support the new technology.]

## Timeline

[Include the timeline you developed to include all phases of your technology implementation plan. Show deadlines for milestones and phases. Be sure your timeline is realistic.]

## Budget

[Develop and include a realistic budget showing that you are proposing feasible solutions to achieve your goals. Potential funders are interested in workable solutions. Consider using an outside source for technology maintenance, and budget for it. Consider costs such as, staff, hardware, software, consultants, etc.]

## Attachments/Appendices

[Include any necessary attachments or appendices such as Procurement Plans, Work Station Inventories, Lists of Software Procured or Contracted, etc. Number each attachment consecutively and be sure to list them in the Table of Contents.]