# Guiding Questions for
Technology Plan
Core Requirements

1. Stakeholders

a. Who are they? *(Parents, teachers, students, district administrators, etc.)*
b. How will you include them in developing your plan?
c. What strategies will you use to communicate the success of the plan and the importance of technology?

2. **Vision/Goals/Strategies** - *The plan must establish clear goals and a realistic for using telecommunications and information technology to improve education or library services as they relate to the organization's vision.*

a. What goals have you identified in your school improvement plan?
b. What strategies have already been identified to reach those goals?
c. What specific technologies are useful in helping you reach those goals?
d. What specific resources will you use to help you reach your goals?
e. What is the role of technology as it relates to student learning, teaching and administrative functions?
f. How will technology be used within the curriculum and instructional activities, particularly in support of current standards?
g. How will technology be used to support administrative activities?
h. What strategies will be used to ensure that technology will be integrated into the K-12 curriculum?
i. What accountability measures will you use for evaluation?
j. How will you assess students' technology literacy?
k. What are the major activities required to implement the plan?
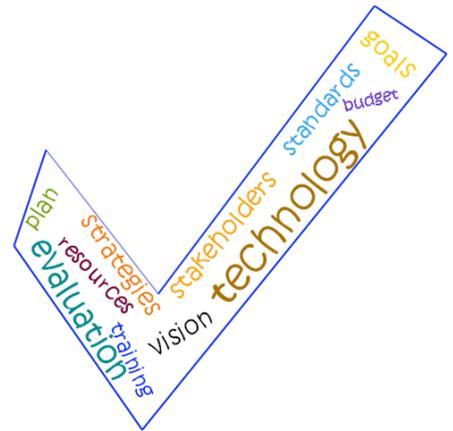
3. **Professional Development -** *The plan must have a PD strategy to ensure that staff knows how to use technology to improve education.*

a. What specific resources and strategies do you plan to implement to ensure that your staff is prepared to use and maintain the technology available to them?
b. Identify the knowledge, skills and attitudes needed by teachers and administrators.
c. Who will be in charge of coordinating Professional Development programs for teaching and technical staff?
d. Will the PD be required or is it optional? If optional, what incentives will be available?
e. What models of PD would work in your district? What financial and time resources exist for PD?
f. What strategies do you have for hiring, training and assigning technical and instructional support staff?
g. What PD opportunities are available from outside sources?
h. How will you insure that staff can implement the training they've received?
i. How will you evaluate the effects of the PD you provide?

4. **Needs Assessment/Inventory** - *The plan must include an assessment of the telecommunications services, hardware, software and other services that will be needed to improve education or library services. This assessment is a summative inventory of current and planned technologies.*

a. What are the targets for access to technology?
- a. minimum infrastructure and equipment per school
- b. local area network and wide area network configurations and requirements
- c. software/digital content for all learners
- d. assistive devices and processes
- e. types of equipment, wiring, software, online resources
- f. telecommunications services

5. **Budget** - *The plan must provide for a sufficient budget to acquire and support the non-discounted elements of the plan: hardware, software, professional development, and other services needed to implement the plan.*

a. Budget must reference both revenues and expenses. Include potential funding sources.
b. If the plan is for more than one year, provide budget projections for the length of the plan.
c. Funding projections should include: wiring and related electronics, equipment, software, online resources, telecommunications, on-going maintenance and supplies, replacement of outdated equipment and professional development equal to at least 25% of requested hardware funds.

6. **Evaluation** - *The plan must include an evaluation process that enables the school to monitor progress toward specific goals and make mid-course corrections in response to new developments and opportunities as they arise.*

a. How frequently will you update your plan?
b. Who is responsible for updating the plan?
c. What processes are in place to review and report on the progress of the plan's implementation?
d. How will you determine if the plan was successful in meeting your goals?
e. What process will you use to evaluate how the use of technology is impacting student learning?
f. Were there any unexpected outcomes or benefits to having the plan in place?
g. What goals and objectives did you not meet? Why? How will you overcome these barriers?
h. Are there any goals and objectives that are no longer relevant to your district and should be deleted from the plan?
i. What developments in technology have emerged that you can take advantage of to improve student learning?

Document resources:

http://www.sI.universalservice.ort/APPLY/step2.asp#appb

http://www.forms.nysed.gov/emsc/technology/planchecklist.htm