

Preparing for Technology Planning

District: _____

	Required Activities	Person Responsible*				Resources Needed	Start Date	Completion Target	Done ✓
		1	2	3	4				
Required Components for Planning	Curriculum Component <ul style="list-style-type: none"> Assess current access to technology Assess current use of hardware and software to support teaching and learning Review current curricular goals in comprehensive planning documents 	Who is responsible to do these?	Who should give input to these?	Who should react to these?	Who should be informed about these?				
	Professional Development Component <ul style="list-style-type: none"> Survey teacher's and administrators' current technology skills and needs for professional development Research professional development opportunities 								
	Infrastructure, Hardware, Technical Support, Software Component <ul style="list-style-type: none"> Determine what students, teachers and administrators need to support curriculum and professional development components for: <ul style="list-style-type: none"> Hardware Electronic Learning Resources Networking and Telecommunications Infrastructure Physical Plant Technical Support Determine what resources already exist that can be used to support curriculum and professional development components above Seek advise from experts 								
	Funding and Budget Component <ul style="list-style-type: none"> Identify all costs associated with implementing each component Identify current budgeting practices for implementing each component Identify established and potential funding sources, present and future Consider options for reducing costs 								
	Monitoring and Evaluation Component <ul style="list-style-type: none"> Determine how technology's impact on student learning will be evaluated Research and consider monitoring and evaluation tools provided at little or no cost to the district 								

Person Responsible: Identify person responsible with initials:
 1 = Do It 2 = Give Input 3 = React 4 = Be Informed

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Developed at the Monterey County Office of Education, March, 2001
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Preparing for Technology Planning

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	Suggested Activities	Person Responsible*				Resources Needed	Start Date	Completion Target	Done ✓
		1	2	3	4				
Suggested Components for Planning	Partnerships Find partnerships to assist in development of plan Parents Businesses Post-secondary Institutions Government agencies Community groups Find partnerships to assist in implementing plan	Who is responsible to do these?	Who should give input to these?	Who should react to these?	Who should be informed about these?				
	Project Management Identify the leadership structure for: Overall management and coordination Managing and coordinating professional development Managing and coordinating hardware acquisition and installation Coordination of partners Collecting data regarding: Student computer & academic skills Staff development on personal proficiencies, student computer knowledge and skills, and technology integration Using data to monitor and evaluate progress	Who is responsible to do these?	Who should give input to these?	Who should react to these?	Who should be informed about these?				
	Sustainability Determine the District's role, the School's role, and Partner's role in: Ongoing equipment maintenance, repair and replacement Technical support during school hours Technical support outside of school hours Professional development	Who is responsible to do these?	Who should give input to these?	Who should react to these?	Who should be informed about these?				
	Funding and Budget Component Identify all costs associated with implementing each component Identify current budgeting practices for implementing each component Identify established and potential funding sources, present and future Consider options for reducing costs								
	Monitoring and Evaluation Component Determine how technology's impact on student learning will be evaluated Research and consider monitoring and evaluation tools provided at little or no cost to the district								

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