

## **Basic Technology Plan – A Sample Outline**

- I. Cover Sheet
  - District/School name
  - Date
  - Superintendent/Assist. Superintendents/Presidents/ etc..
  - Logo
- II. Table of Contents
- III. Technology Task Force
- IV. Vision Statement
  - What roles do you desire and see for the future of technology and education in your school?
  - How do your goals fit into TEA's Long Rang Plan for Technology Integration?
  - How will this direction affect your community/children/parents in terms of access to information and connectivity?
- V. Mission Statement
  - What must you do to make your vision come true?
  - What is different about learning with technology?
  - What must you do to develop, implement, and continually improve the quality of instruction and learning using technology?
- VI. Demographics
  - Location (Region)
  - Student population
  - Teacher population
  - Ethnic breakdown
  - Socioeconomic rate
  - Limited English Proficiency
- VII. Current Technology
  - Number/Types of computers/laptops/servers
  - Number of Local Area Networks
  - Internet access? How... T-1, modem?
  - Technology as a tool/Instructional applications
- VIII. Needs Assessment
  - You can use the sample
  - Attach the sample
  - Overview data
  - Summary of findings
  - What does this mean in terms of need?
- IX. Integration
  - How are you integrating technology?

- What do you currently have?
  - Where would you like to go?
- X. Critical Issues
- In order to meet your intended goals for integrating technology what will you have to do. (ie. You currently have \_\_\_\_ amount of students per computer you want to get to \_\_\_\_ students per computer.)
  - How will you accomplish goals over a 4-year period?
  - Networking... you need to add \_\_\_\_ local area networks to be able to share limited resources and allow computers/labs/management to communicate.
  - Professional Development – YOU FEEL THIS IS A CRITICAL ISSUE BECAUSE....
  - Special populations – assistive technologies.
  - Maintenance – how will you service/maintain the technology?
  - Curriculum, Instruction, Alignment – How will technology be integrated and aligned.
  - Evaluation – How will you know you have succeeded at doing what you plan to do through this technology plan.
- XI. Budget
- You have \$\_\_\_ budgeted for technology
  - You need \$\_\_\_ over a 4 year period to accomplish goals
  - Training needs
- XII. Summary
- Sum up key points and how they will affect instruction at your institution.