District/School Technology Plan Template
Your Blueprint for Success

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Goals and Objectives

Provide the name of each member of the technology planning committee:

What is your school district's vision on how technology will impact learning?

How will you integrate technology into your curriculum?

What are the academic results you envision?

Year 1

Year 2

Year 3

What is the estimated timeline and proposed schedule for completing the various components of the plan?

Year 1

Year 2

Year 3

Budget

What is the amount budgeted for hardware/software, upgrades, and maintenance?

Year 1

Year 2

Year 3

How will this sum be allocated to:

- Staff Development

    Year 1

    Year 2

    Year 3

- Internet Access

    Year 1

    Year 2

    Year 3

- Materials and Supplies

    Year 1

    Year 2

    Year 3

- Equipment Costs

    Year 1

    Year 2

    Year 3

- Maintenance Costs

    Year 1

    Year 2

    Year 3

A resource from Scientific Learning—http://www.scientificlearning.com.

- Other

Year 1

Year 2

Year 3

Will you seek out grants or other funding opportunities available to help defray some of the costs to the school?

What funding opportunities have been identified?

What are the application deadlines for those funding opportunities?

When would the funding become available to your school or district?

Existing Resources and Equipment

What equipment and software does your school/district already have access to that may support your objectives?

New Software

What new types of software are needed to meet your school or district's goals and objectives?

How will the software meet your school or district's goals and objectives?

What criteria will be used to evaluate the software products identified for consideration?

What are the top three criteria for selection of the software product?

Who will oversee the installation, updating, and troubleshooting of the software?

New Hardware

What hardware will be needed in order to facilitate the use of the new software?

How will the hardware help you meet your school or district's goals and objectives?

What criteria will be used to evaluate the hardware identified for consideration?

What are the top three criteria for selection of the needed hardware?

Who will oversee the installation, maintenance, and repair of the new hardware?

Professional Development

Who will coordinate the required professional development activities?

Describe the planned professional development activities for teachers, administrators, school library media personnel, and other staff:

Year 1

Year 2

Year 3

What are your proficiency expectations for the staff in terms of knowledge of the new software once they complete professional development?

Methods of Evaluation

What methods of evaluation are planned?

Evaluation	Year 1	Year 2	Year 3	Other
Survey of staff				
Survey of students				
Survey of community				
Evaluation by external consultant				
Informal feedback from staff				
Informal feedback from students				
Informal feedback from community				
Review of the technology plan, goals, and objectives by the technology committee.				

Multi-year Blueprint

Describe the implementation strategies/activities that relate to the goals and objectives for each of three years. State whether the yearly goal for each activity was met or not.

- Update and maintain existing connectivity to as needed to support school or district's educational goals and objectives.

  Year 1

  Year 2

  Year 3

- Train staff in all positions to use newly implemented educational and operational hardware and software.

  Year 1

  Year 2

  Year 3

- Continually evaluate and upgrade the inventory and functionality of hardware and software in meeting educational and operational needs.

  Year 1

  Year 2

  Year 3

Is Your Technology Blueprint Complete?

6

Checklist

Assign the following marks to each item in the checklist to see where your technology blueprint is solid and which parts need work.

X = Meets criteria
I = Limited period of approval, needs improvement
O = Does not meet criteria

The plan establishes clear goals and a realistic strategy for using technology to improve education or library services.

The plan has a professional development strategy to ensure that staff knows how to use the new technologies to improve education or library services.

The plan includes an assessment of the hardware, software, and other services that will be needed to improve education or library services.

The plan provides for a sufficient budget to acquire and maintain the hardware, software, professional development, and other services that will be needed to implement the strategy for improved education or library services.

The plan includes an evaluation process that enables the school or library to monitor progress toward the specified goals and make mid-course corrections in response to new developments and opportunities as they arise.