

Technology Planning Checklist

Organizing for Planning

1.	Choose a planning committee.	Include faculty, staff, and students. Include skeptics.
2.	Choose a chairperson.	Choose one who is widely respected in SCDE. Choose someone friendly to technology but not a “techie.” Provide time and resources.
3.	Prepare a committee charge.	Refer to the SCDE mission. Offer an example of a vision statement. Suggest the report scope and sample goals and objectives.
4.	Establish a timeline.	Set benchmarks for work, the preliminary report, and the final report.
5.	Communicate the existence and mission of the committee.	Make certain that all SCDE personnel know of the committee’s existence and importance. Provide interim reports of the committee’s work; give it high visibility.

Creating a Vision

1.	Create an environment for visioning.	The committee should encourage creativity and imagination. Do not seek early closure.
2.	Undertake activities designed to stimulate vision.	Employ consultants. Visit other SCDEs. Send committee members to conferences. Conduct brainstorming sessions.
3.	Develop a vision for the use of technology in teacher education.	Make certain the focus is on the preparation of teachers. Prepare scenarios of the future.
4.	Communicate the vision to others.	Hold a public hearing in which the committee shares its vision of the future with others in SCDE.

Conducting an External Scan

<p>1. What are the forces that support the vision?</p>	<p>Look at social and educational trends outside of the college or university. Look at trends within the college or university but outside of SCDE. What kinds of technology are likely to be available to education soon? What positions toward technology have professional associations adopted? What types of technology are private and government foundations supporting? How are schools using technology?</p>
<p>2. What are the obstacles blocking achievement of the vision?</p>	<p>What negative factors exist outside the college or university? What negative factors exist within the institution but outside the SCDE? Will the technology needed be affordable?</p>

Conducting an Internal Scan

<p>1. Determine what should be assessed.</p>	<p>What type and amount of technology are currently available? What are the attitudes of students, staff, and faculty toward technology? What exemplary practices currently exist within the SCDE? What level of technology integration exists currently?</p>
<p>2. Develop assessment instruments.</p>	<p>Develop one or more survey instruments. Devise an observation instrument. Develop an interview process.</p>
<p>3. Develop an assessment method and process.</p>	<p>Who will conduct the assessment? Who will be the subjects? How long will it take?</p>
<p>4. Gather and analyze data.</p>	<p>Use technology to measure results to</p>

		the degree possible.
5.	Communicate and publicize the results.	Do not be judgmental; simply report the data.

Setting Goals and Objectives

1.	Develop a concise statement of learning philosophy.	Link the statement to mission and vision. State what you believe about learning. Refer to existing SCDE and campus documents.
2.	State educational goals as they relate to technology.	Link the goals to vision and philosophy. Make it clear that technology goals are instrumental to educational goals. Provide goals that relate to faculty, staff, and students.
3.	Establish priorities among goals.	Determine the priority in which goals must be accomplished (e.g. first, second). Identify goals that can be accomplished quickly and others that must be pursued over time. Structure the goals according to function (e.g. professional development, curriculum).
4.	Develop specific objectives for each goal.	State objectives in terms of specific tasks. Link objectives closely to goals.
5.	Publicize goals and objectives.	Provide faculty and staff the opportunity to react to goals and objectives.

Creating a Plan

1.	Identify human resources.	Determine who will be affected by the plan. Determine who will manage activities and be accountable for the achievement of goals and objectives. Develop faculty, staff, and student
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	competencies; use ISTE standards as a guide.
2. Develop a time line.	Decide who will do each task by a designated time.
3. Identify funding sources.	Identify both internal and external funds.
4. Develop a budget.	Note budget requirements for hardware, software, training, and technical support.
5. Develop a clear planning guide.	Summarize all the goals, objectives, and tasks in a published document.
6. Develop an evaluation plan.	Indicate how the plan will be assessed and revised as needed.
7. Publicize the plan.	Provide copies of the plan to all SCDE faculty and staff and other members of the college or university community.

Implementing the Plan

1. Get final approval of the plan.	Get endorsement from SCDE faculty and administration; build support with the campus administration.
2. Secure the funding sources for budget.	Gain sign-off on all budget items.
3. Purchase the equipment and software.	Develop bid or quote specifications.
4. Follow the time line.	Make sure the time line is followed and that responsibility for each goal, objective, or task has been accepted.
5. Focus on professional development.	Put the program into operation.
6. Publicize the implementation.	Arrange for press releases. Hold open houses.

Evaluating and Revising Goals, Objectives, and Plans

1. Determine the appropriate evaluation focus.	Identify all of the tasks that should be evaluated. Measure results of professional development. Measure satisfaction with technology
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	<p>support.</p> <p>Measure the level of technology integration.</p> <p>Measure the attitude and behavioral change on the part of faculty and staff.</p> <p>Measure student satisfaction and achievement.</p>
2. Determine appropriate evaluation methods.	<p>Use attitudinal surveys.</p> <p>Use performance measures.</p> <p>Conduct observation.</p>
3. Develop evaluation instruments and gather data.	<p>Pilot test the instruments.</p> <p>Revise instruments based upon pilot tests.</p>
4. Analyze data and prepare reports.	<p>Summarize data for both internal and external use.</p> <p>Determine the factors that led to successful and unsuccessful results.</p>
5. Decide how the plan should be revised.	<p>Modify processes and procedures that are not working.</p>
6. Provide recognition of those who are performing well.	<p>Prepare press releases.</p> <p>Hold recognition events.</p>
7. Publish a status report.	<p>Make the report available to SCDE staff and faculty and others outside of the SCDE.</p>