

Framework for technology planning: *These steps are provided to help you build a technology plan. Every organization plans differently. Use the following as a framework: change it, add to and adapt it.*

What is technology planning for organizers? *Technology planning moves an organization from assessing its mission to using technology to strengthen the organizational work. Technology planning can be part of a larger organizational strategic planning process.*

Characteristics of a strong technology plan: *This list of characteristics should apply to the overall planning process.*

- Strengthens the organizational work, not the technology
- Develops members and staff
- Oriented towards people and skills
- Connected to the organization's overall strategic plan
- Represents a living document
- Has a scope of 1-2 years
- Has organizational commitment and support

Below are some key steps involved in the process:

- 1. Develop a committee:** *Involve a group of members and leaders in creating the plan*
 - Include members and staff without technical skill as well as those with technical some know-how.
 - Seek representation from throughout the organization
- 2. Review assessment:** *The assessment frames the planning process at the beginning, and is used throughout.*
- 3. Review organizational goals:** *Goals are the most important aspect of the plan; technology should help achieve these goals and augment other efforts*
 - Use the assessment to help develop technology strategies to achieve your organizational goals.
 - To develop each strategy ask: "What do we want to achieve using technology to strengthen this component of our work?"
- 4. Solicit technical know how and conduct research:** *Allows you to link needs and opportunities with the technical know-how and skills to address them*
 - Identify members and staff with technical skills
 - Identify local volunteers with knowledge
 - Consider hiring a technical assistance provider
 - Talk to other groups interested in using technology in their work
- 5. Develop strategies and objectives:** *The activities and methods you plan on using to achieve your goals*
 - Identify actual applications or uses of technology that improve your ability to reach your goals
 - Identify opportunities for members and staff skill building and training
- 6. Prioritize strategies:** *Identify which activities will push you closer to your goals*
 - Determine what strategies and objectives are most important based on which goals are most critical
 - A prioritized list will help facilitate decision-making
 - Other priorities can be implemented when time, skills and financial resources permit
- 7. Identify Support Strategies and Training:** *Identify training needs and technical assistance required.*
 - Teach staff and leaders to use the equipment so that is it useful
 - Hire technical assistance providers when necessary
- 8. Timelines:** *Create a timeline for each objective*
 - Be realistic: Technology projects can often take longer than you expect
 - Base your timeline on your priorities
- 9. Budget:** *Can include training, hardware & software, operating & personnel costs and others*
 - Base your budget decisions on priorities
 - Consider outside help when developing the budget
 - Develop a budget for the overall plan and for pieces of the plan
- 10. Implement:** *Start trainings, make purchases and begin to implement your new strategies*
 - Start with small projects or parts of your plan, and build as you go
 - Consider starting with pilot projects to check out your success
 - Use your plan to help secure funding
- 11. Evaluation:** *Be conscious of how your plan is improving your organizational work*
 - Document lessons learned from this process
 - Evaluate movement toward a goal six-months after implementation and regularly thereafter