Appendix H
Writing a Technology Plan

Here are some questions to consider before coordinating the writing of a technology plan:

Who will appoint the members of the planning committee? How well does this group represent the school district or individual schools? Are there varying levels of expertise in using these technologies present in your committee—the expert, the average user, the reticent?

How often should the planning committee meet? Consider all the logistics. When will meetings be held? Where can they be held? How long will they last? Who will attend? Who will chair the meeting? Who will design the agenda? Will you use a professional consultant?

Can you collect sample technology plans from similar schools or districts? Is it possible to visit a benchmark school or district? Will committee members be able to attend expositions, conferences, or professional development opportunities to observe best practices?

What technology resources are currently available in your school and district? How are these resources being used?

Will the plan be evaluated and assessed by the same committee after completion?

The Instructional Technology Plan, as a physical document, can run from as few as twenty to several hundred pages long, depending on the size and complexity of the school or district. There is no template to follow when writing the plan, but it will be helpful to look at other school or district documents and use a similar writing style. Match the layout, type, and overall design to what the stakeholders are used to seeing. Share the document in draft status to allow everyone in the group to contribute to and proofread the plan. If possible, send drafts in hard copy as well as posting the draft to a website. Get feedback in any way possible, and use technology to do this (e-mail, discussion boards, wikis, etc.).
The Instructional Technology Plan can be long and overwhelming to nontechnical people, and ultimately, the school board will need to approve it. Be sure to include an executive summary, which contains concise descriptions of the major initiatives, budget, and timeline.

Typically, the Instructional Technology Plan consists of:

- Cover sheet
- Title page
- Table of contents
- Acknowledgements
- Executive summary
- Committee membership
- Vision and mission statements (might include philosophy)
- Demographics (community, schools, academic ranking)
- Data collection, analysis, and reporting
- Critical issues
  - Infrastructure and facilities
  - Equipment
  - New and emerging technologies
  - Networking and security
  - Funding
  - Acceptable use policies
- Implementation
  - Public relations
  - Professional development
  - Incentives/reward system
Purchasing

Community resources

Legal aspects

Curriculum, instruction, and evaluation

Maintenance

Evaluation

Budget

Bibliography or reference list

Glossary

Appendices

Index