

Comprehensive Technology Plan Instructions



These instructions will help NYS school district staff, teams and departments use the enclosed materials to develop a ten-year **Comprehensive Technology Plan (CTP)** that addresses district goals, existing systems, identified and unidentified projects, and Rough Order of Magnitude budget estimates.

1 NYS K12 District Technology Planning Primer

2 NYS K12 District Comprehensive Technology Planning

3 NYS K12 District Comprehensive Technology Planning: Sample Plan

4 District Checklist for Reference Data

Materials included in this package

- 1** Technology Primer poster
- 2** Comprehensive Technology Planning (CTP) poster
- 3** CTP Sample sheet
- 4** Reference Data and Meetings Checklist sheet

Instructions

1. Review the **Technology Primer poster 1** with your district's Superintendent and Technology team. Familiarize all team members and involved staff with the basic concepts illustrated.
2. Review the elements of the blank **CTP Planning poster 2** comparing it with the **CTP Sample sheet 3** to understand the format, sections and data elements required during the planning effort.
3. Use the **District Checklist 4** as a starting point for data inventory and meeting planning. Note that one staff member such as your IT Manager needs to have primary responsibility and authority for CTP development under the Superintendent of Schools' oversight.
4. Once the majority of data has been gathered, start completing the **CTP Planning poster 2** following the directions shown in the lower left of the poster. Note that it usually takes a few sessions to gather the required data including: inventory existing projects for technology systems; define unidentified projects that are needed to meet goals, and; develop a Rough Order of Magnitude (ROM) project estimate along with possible funding sources. Refer to *Figure 1* on the **Technology Primer poster 1** for possible funding sources for different types of technology systems including required training and support.
5. Calculate Goal Budgets and the Total Ten-Year Estimate on the **CTP Planning poster 2**.

Questions about your District's CTP? Please call **585.286.4500** for a free, no-obligation, half-hour consultation about your district's Comprehensive Technology Plan.