

Develop a strategic, holistic ten-year technology plan

# Comprehensive Technology Plan (CTP)

## Overview

A district-wide [Comprehensive Technology Plan](#) (CTP) sets the foundation for your NYSED three-year Instructional Technology Plan as well as Smart School Investment Plans (SSIP). A CTP includes:

- Technology Master Planning with district leadership, IT, Facilities, educators and other parties to align goals, priorities and funding sources.
- Feasibility and Budget Assessments
- Data gathering and analysis representing all stakeholders
- Community and Board presentations

## Services Include

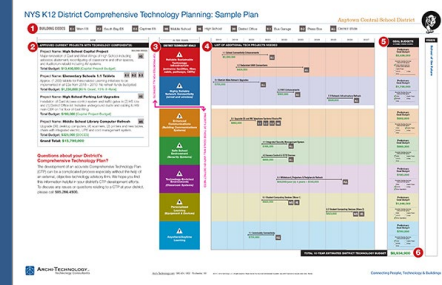
- Creating and issuing agendas, conducting meetings, and issuing minutes.
- Obtaining and reviewing customer documentation and background files including Instructional Technology Plans (ITPs), Professional Development, Security, Capital and other long-range planning documents.
- Setting up secure, cloud-based project files including budget-planning tools in ML Plan™ Facility Planning Software.
- Conducting interviews and lead discussions with stakeholders.
- Using software to provide budgeting advice based on funding sources including Smart Schools Bond Act, BOCES, E-Rate, grants, and State Aid.
- Compiling and reviewing the CTP with Stakeholders, and revising as needed with additional items.
- Obtaining consensus on the final plan including estimates and funding.
- Coordinating CTP presentation to the district Board of Education.
- Periodic CTP updates based on progress.

## Deliverables Include

- CTP District Source Data Checklist to facilitate cataloging and organizing existing plans and other data
- CTP Executive Summary Google Slide® deck for Board presentation
- ML Plan™ Software account to access CTP data
- CTP District Overview one-page graphic summary

## Contact

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## SERVICE HIGHLIGHTS

### District Benefits

- Develop a holistic, ten-year technology plan that accounts for all district goals and stakeholders.
- Gather input from all stakeholders to ensure all needs are addressed.
- Identify the best funding paths to meet each district goal.
- Optimize available funding.
- Eliminate unnecessary and redundant equipment purchases.
- Ensure that the district's underlying technology infrastructure is addressed prior to adding more systems and/or devices.
- Facilitate smooth design, construction and deployment of future technology upgrades.
- Integrate physical needs with current/future capital projects.
- Reduce or eliminate costly capital project Change Orders.
- Real-time access to sophisticated, flexible reports on virtually every aspect of technology projects.

### District Provides

- District goals and feedback on technology priorities.
- Budgets for technology components of identified projects.
- Budgets from all other available funding sources.

