

CTP District Checklist



This checklist shows major input and tasks required from the school district for the development of a **Comprehensive Technology Plan (CTP)**. This five-year strategic technology plan identifies district goals and provides actionable recommendations including identifying funding sources.

1. REFERENCE DATA (to be uploaded to ML Projects™ Software folders by Responsible Party)

CATEGORY/ITEMS	Available? (Y/N)	Responsible Party	Date of Latest Version	Data Format	Date Uploaded to ML Projects
INSTRUCTIONAL & CURRICULUM					
Instructional Technology Plan (ITP) and/or State ITP Filing					
Curriculum Plans					
• Integrating Technology into Lesson Plans					
• Technology Skills (Specials, etc.)					
Grade-Level Technology Objectives					
Applicable Standards (ITSE)					
FACILITIES					
Building Floor Plans (Drawings or PDFs)					
Current internet connection speed*					
Building list with primary use and approx. sq. footage					
Quantity of Students per Building					
STAFF TRAINING					
Professional Development Plan (PDP)					
• Specific Technologies and Software					
• General Training					
SECURITY					
Security Emergency Plan(s)					
Technology Disaster Recovery Plan(s)					
DATA CENTERS					
Data Center Plans/Redundancy					
Administrative Applications in the Data Center/Servers					
INVENTORY					
Hardware Inventory					
Software Inventory					

*Part of Technology Conditions Survey (TCS) if conducted.

—continued—

CTP District Checklist (cont.)



CATEGORY/ITEMS	Available? (Y/N)	Responsible Party	Date of Latest Version	Data Format	Date Uploaded to ML Projects
⚠️ DISASTER RECOVERY					
Disaster Recovery Plans					
🔧 IN-PROGRESS CAPITAL PROJECTS					
Current Quotes/Budgets					
Who files LOIs With NYSED Facilities Planning?					
DISTRICT DEMOGRAPHICS, MISSION & VISION					
Student Statistics And Demographics, etc.					
District Vision And Mission					
Technology Vision					
Logo And Mascot					
OTHER DISTRICT DATA					
Which SUNY/CUNY provides the most number of teachers?					
Nonpublic Schools in District with Student Counts					
Policies – AUP, etc.					
Other: _____					
STAKEHOLDER SURVEY RESULTS (based on Google Form templates provided by Archi-Technology)					
Student					
Teacher					
Parent					

CTP District Checklist (cont.)



Meetings (See ML Projects™ Software for Meeting Note Series and Weekly Updates):

PRIMARY PARTICIPANTS	Meeting 1	Meeting 2	Meeting 3	Meeting 4	Meeting 5
Technology Committee					
Instructional Committee					
Facilities Committee					
Special Education					
School Board					
Superintendent					
Principals – ES, MS and HS					
Teachers					
IT Director*					
Facility Director					
Security Director					
Students					
Parents & Guardians					
Community					

*Part of Technology Conditions Survey (TCS) if conducted.



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