

# Sample Technology Plan Outline

## **I. Vision & Mission Statement**

- A. The role of future technology in the organization.
- B. The direction of the organization in terms of access to information.
- C. How we will develop, implement, and continually improve the quality of technology.

## **II. Assessment**

- A. Demographics
  - 1. Location
  - 2. Number of Employees (150)
- B. Current Technology
  - 1. Computers
  - 2. Office printers & fax machines
  - 3. Self-Service
  - 4. Software as a Service
- C. Critical Issues
  - 1. Special Population-Assistive technology
- D. Needs Assessment
  - 1. Current data
  - 2. Summary of Findings

## **III. Integration**

- A. Ease of Use
- B. Accessibility
  - 1. Laptops & Mobile Phones
  - 2. Home & Office

#### **IV. Budget**

##### **A. Costs**

1. Vertex Package estimated at \$25 per employee for mid-size NPO
2. Costs include ongoing support

##### **B. Time period**

1. 4-year implementation phase

#### **V. Summary**

A. Goals- Improved outcomes will be achieved in productivity and the individuals we serve will receive efficient support. The use of Vertex ERP will enhance our abilities to contribute and function in today's information technology society.

##### **B. Objectives**

1. To improve staff, support through technology
2. Improve staff's knowledge and skills to integrate technology into daily activities
3. Improve decision-making, productivity, and efficiency at all levels of the organization through the use of technology
4. Improve access to technologies among all stakeholders

##### **C. Training Needs**