

What is a Technology Plan

A **technology plan** is a specific type of strategy **plan** that lets an organization know where they are now and where they want to be some time in the future with regard to the **technology** and infrastructure in their organization. It often consists of the following sections.

1.0 Mission, vision statement

A mission statement describes the overall purpose of the organization.

A vision statement describes what the organization stands for, what it believes in, and why it exists. It describes a desired outcome, invoking a vivid mental picture of the company's goal.

2.0 Needs assessment

A needs assessment is a systematic exploration of the way things are and the way they should be. These things are usually associated with organizational and/or individual performance. A most popular approach to Needs Assessment is a SWOT Analysis (Strengths, Weaknesses, Opportunities and Threats)

A needs assessment describes: current uses of technology and integration of technology with an organization's requirements, identifying types of applications, knowledge assessment, training needs, current hardware and software and needs for enhancements, determination of information requirements and determination of methods to monitor performance and modify.

3.0 Estimate Cost

4.0 Priority Setting

5.0 Estimate Schedule

6.0 Performance Monitoring

Examples of Technology Goal Statements

In order for technology to be effective, it must be tied to leadership, core visions, professional development, time, and assessment. The following goals are statement of ways with regard to its use of technology:

1. To improve HOA performance through the integration of HOA activities(finance, operations, governance, activities and communication) and technology
2. Improve administrative efficiency using technology
3. Create an interactive partnership between members, community manager, trustees, and business partners.

Objectives (measurable and observable)

The objectives are tied to the mission and vision statements. Each goal has objectives and indicators. The objectives state in specific and measurable terms what must be accomplished in order to reach the larger goal.

What should be included in a Technology Plan:

Video

1. Monitor in Board Room
2. Monitor in Arts & Crafts Room
3. Replace Monitor in Grande Room with Wall Mounted Unit
4. Security Cameras
5. Security Lighting

Audio

1. Blue Tooth Capability for Wall Mounted Speakers
2. Reconfigure Building PA System for better access
3. Music Service
4. Portable Sound System
5. Coordination of Grande Room PA System and Building System

Computer/Internet

1. Laptop for Public Access
2. Computer in Board Room
3. VGEM Website
4. Server based Network
5. Facebook Page
6. Photo Gallery
7. Connectivity of homes to Clubhouse Network

Telephone

1. Reduce number of lines
2. High Quality Conference Phone
3. Video Conferencing

Data

1. Document storage and Retrieval
2. Convert Owner Files to electronic Media
3. Community Data Bases

Other

1. Smart Thermostats
2. Smart Lighting
3. Smart Locks
4. Technology Training for membership
5. Security System
6. Fire Alarm System