

**St. Dominic Technology
Assessment and Strategic Plan Questionnaire**

The following questionnaire in conjunction with the *Assessment and Strategic Plan Guidelines* has been developed to assist those preparing technology proposals. The questions to be answered are grouped to reflect the five areas of the *Guidelines* document. Please provide answers to **each** question provided in the space indicated. Please do not leave answers blank.

1. Technology being proposed	
a. Please provide the name of the technology being proposed	
b. Please provide an overview and description of the technology to be proposed	
c. Please provide the technology Proposal	
d. Who is submitting this proposal	
e. Date of Proposal Submission	
f. Desired implementation Date	
2. Determine users.	
a. Does the technology offer parish-wide or cross-ministry applications and benefits?	
i. If no, what users will the technology support?	
ii. If yes, how will it support cross-ministry applications?	
b. What testing has been done to determine its value as a tool?	
c. Was the testing done by a group of the selected users? Please list	

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the users.	
d. If yes, what are the results of the testing?	
e. What are the ongoing administration requirements? (Ex. adding users, changing passwords)	
f. Who will be responsible for ongoing administration?	
3. Analyze the benefits.	
a. How does the technology meet administrative, ministry, educational or curriculum objectives and/or goals?	
b. What are the tasks and problems?	
4. Evaluate the required professional development and ongoing training.	
a. What type of training will be needed?	
b. Who will need to be trained?	
c. Who will provide the training?	
d. Where will the training be given?	
e. What is the timeline for training?	
f. What type of support will be needed?	
g. Will ongoing maintenance be required?	
h. Will there be required	

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upgrades?	
i. Is there an implementation plan in place?	
5. Determine the total cost of technology.	
a. What hardware will be required and what is the estimated cost?	
b. What is the expected product life-cycle of the hardware?	
c. What software will be required and what is the estimated cost?	
d. What is the estimated cost of training or professional development reported above?	
e. What are the estimated costs for technical support and ongoing maintenance (updating and/or upgrading/replacement)?	
f. What is the estimated total cost of ownership?	
g. How will each of the above expenses be budgeted or funded?	
6. Develop assessment tools.	
a. What tools and measures will be used to determine success?	
b. What evaluation reports will be provided at the start, middle and at the end of the implementation plan?	
c. What will be the determining	

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factor on keeping the technology current or decommissioning?	
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