

IT Planning Tools

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In any human endeavor planning is of critical importance. In our view, the effort of bridging the digital divide requires extensive planning for the effective incorporation of human and technological resources in support of our mission. This page provides selected resources that will help your organization into developing an effective and realistic plan for the integration of information technology in into your organization. The integration of technology in support of your mission and the corresponding access of technology resources and training for your community will help bridge the economic and digital divides in our communities.

If you need additional information or have suggestions on how to improve our services please call [John Villamil-Casanova](#) [2], Executive Vice President at (202) 835-3600 ext. 123.

Information Technology Planning Resources

The following links provide access to a number of valuable on-line resources for understanding how to develop information technology plans. In addition, we have selected a number of links presenting technology plans for community based organizations, secondary schools and post secondary institutions.

How-to develop information technology plans resources:

- [Guidebook for Developing an Effective Instructional Technology Plan](#) [3] from the National Center for Technology Planning (NCTP)
- [How to develop a school based information technology plan](#) [4] from North Central Regional Educational Laboratory
- [Technology Planning: Recipe for Success](#) [5] (NCTP)
- [Developing effective technology plans](#) [6] (NCTP)
- [Nurturing the IT Culture: the Leadership Challenge](#) [7] (NCTP)
- [La implementacion de tecnologia en el salon de clases](#) [8]: Una guia para los que toman decisiones en las escuelas rurales.
- [Education Leadership Toolkit](#) [9]: A project of the National School Boards Foundation implemented by NSBA's Institute for the Transfer of Technology to Education with a grant from the National Science Foundation.

Sample Information Technology Plans:

Post-Secondary Educational Institutions

- [National Center for Technology Planning](#) [10]: Higher education technology plans
 - [Michigan State Technology Plan \(1998\)](#) [11]
 - [Miami-Dade Community College Technology Plan \(2001\)](#) [12]
- ##### School Systems Technology Plans

- [National Center for Technology Planing](#) [13]: School districts technology plans
- [National Center for Technology Planning](#) [14]: Buildings Level: Schools Technology Community-Based Organizations Technology Plans
- [The Aspira Association Technology Plan](#) [15]
- [Technology Plan Operational Matrix](#) [16]: sample spread sheet presenting each operational activity included in the Aspira technology plan.
- [Aspira's Acceptable User Policy](#) [17]
- [Aspira's Software Standard and Use Policy](#) [18]

Aspira's CTC Procedures and Operations Manual

The following link provide access to Aspira's CTC Operations and Procedures plan. This document presents a step-by-step approach towards planning and implementing a CTC. Click on the following link to access a .pdf (Adobe Acrobat Reader) file of the ASPIRA CTC Procedures and Operations Manual

- [Procedures and Operations Manual](#) [19] - PDF file 326k [20]

CTC Management Forms

In order to manage and evaluate a CTC you will need to collect information from your clients. The following forms were designed to collect information from CTC clients. Click on the following links to download CTC forms:

- [Participants Enrollment Form](#) [21]
- [Participant Course Selection Form](#) [22]
- [Daily Course Attendance Form](#) [23]
- [General Release Form](#) [24]
- [Participant Pre-Test](#) [25]
- [Participant Post-Test](#) [26]
- [Course Evaluation](#) [27]
- [Program Evaluation](#) [28]
- [Participants Questionnaire Form](#) [29]
- [Tech Mentor Volunteers Feedback Form](#) [30]
- [CTC Policies Acceptance](#) [31]
- [Equipment Custody Form](#) [32]

Disaster Recovery Planning

The continued operations of an organization depend on management's awareness of potential disasters, their ability to develop a plan to minimize disruptions of critical functions and the capability to recovery operations expediently and successfully.

A disaster recovery plan is a comprehensive statement of consistent actions to be taken before, during

and after a disaster. The plan should be documented and tested to ensure the continuity of operations and availability of critical resources in the event of a disaster.

The primary objective of disaster recovery planning is to protect the organization in the event that all or part of its operations and/or computer services are rendered unusable. Preparedness is the key. The planning process should minimize the disruption of operations and ensure some level of organizational stability and an orderly recovery after a disaster.

Other objectives of disaster recovery planning include:

- Providing a sense of security
- Minimizing risk of delays
- Guaranteeing the reliability of standby systems
- Providing a standard for testing the plan.
- Minimizing decision-making during a disaster

The following links provides valuable resources for developing a disaster recovery plan:

- [Business Continuity for Beginners](#) [33]
- [Sample disaster recovery plans](#) [34]
- [Business continuity planning model](#) [35]
- [Legal Necessity](#) [36]: AS COURTS INCREASINGLY HOLD FIRMS LIABLE FOR LOSSES CAUSED BY COMPUTER FAILURES, RECOVERY CAPABILITIES ARE FAST BECOMING A... Legal Necessity
- [Disaster recovery glossary](#) [37]
- [Disaster Recovery Product/Services Directory](#) [38]

Source URL: <http://www.aspira.org/en/it-planning-tools>

Links:

- [1] <http://www.aspira.org/en/user/login?destination=comment/reply/538%23comment-form>
- [2] <mailto:jvillamil@aspira.org>
- [3] <http://www.nctp.com/downloads/guidebook.pdf>
- [4] <http://www.ncrel.org/sdrs/areas/issues/methods/technlgy/te300.htm>
- [5] http://www.nctp.com/html/tp_recipe.cfm
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- [12] <http://www.mdcc.edu/ctc2000/TechPlan.rev0601.pdf>
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