

Technology Plan Elements

1. The plan must establish **clear goals** and a realistic strategy for using telecommunications and information technology to improve education or library services;
2. The plan must have a **professional development strategy** to ensure that staff know how to use these new technologies to improve education or library services;
3. The plan must include an **assessment of the telecommunication services, hardware, software, and other services** that will be needed to improve education or library services;
4. The plan must provide a **sufficient budget** to acquire and support the non-discounted elements of the plan: the hardware, software, professional development and other services that will be needed to implement the strategy; and
5. The plan must include an **evaluation process** that enables the school or library to monitor progress toward the specified goals and make mid-course corrections in response to new developments and opportunities and they arise.