

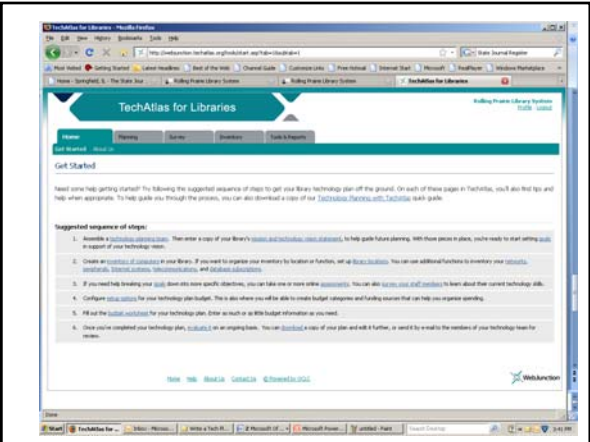
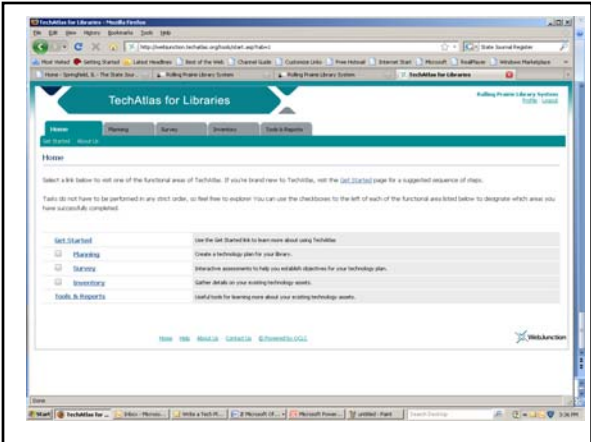
Tech Plan Tuesday : 1

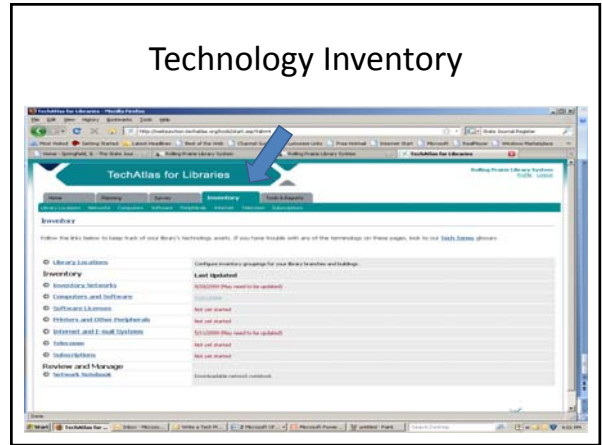
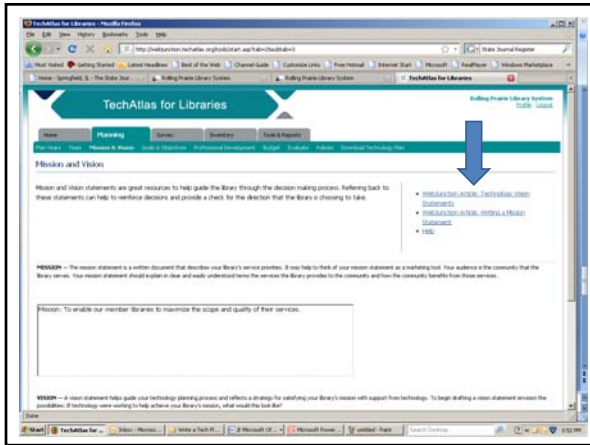
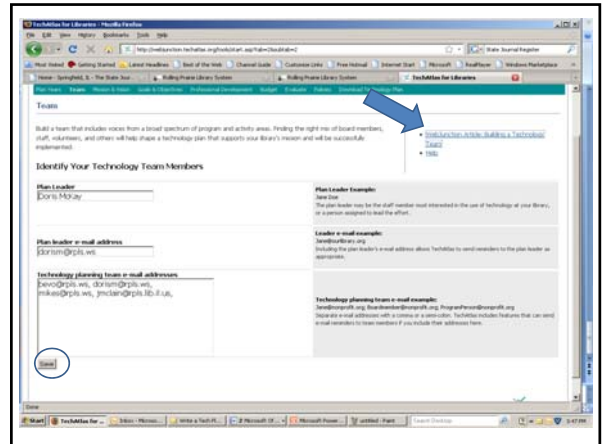
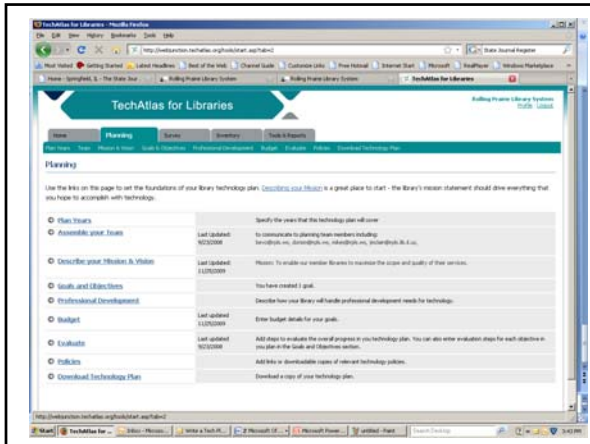
January 26, 2010

- ## Today's Agenda
- Why do I need a technology Plan?
 - Discussion of Best Practices
 - Getting started in Tech Atlas
 - Writing Goals and Objectives for your Tech Plan

- ## Why do I need a Technology Plan?
1. Requirement for FY 11 Public Per Capita Grant
 2. Required for E-Rate applications
 3. A Tech plan allows you to do better planning for your library.

- ## Best Practices
- Log into Tech Atlas and look at the site
 - Read the document Overview of Technology Planning with Tech Atlas
 - Create a team
 - Use the Tech Atlas Inventory component
 - Do the staff assessments
 - Do all the steps





Goals and Objectives

Goals

- Relate to your particular community
- Are intended for a particular clientele or topic
- More specific than the vision
- Not connected to a timeline

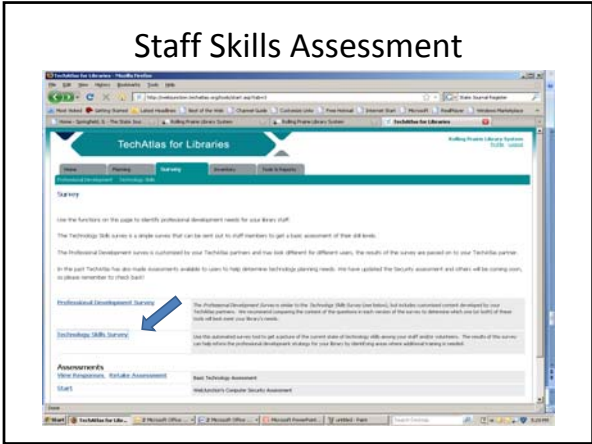
Objectives

- Are measurable and tied to a timeframe
- Can be assigned to specific staff or departments
- Stem directly from the goals

SMART Objectives

- S=Specific, clearly show the intended technology path.
- M=Measureable, include a measure by which to gauge success.
- A=Attainable, there is staff and funds available
- R=Relevant, supports the goal & supports the library mission
- T=Time bound, a date objective is completed

Staff Skills Assessment



Topics Covered Today

- Why you need a plan?
 - Date, Team, Mission & Vision
- Goals and Objectives
- Staff Assessment

Homework Assignment

- Log into Tech Atlas
- Study the pages that we reviewed today
- Complete the first three components of the plan
- Begin writing goals and objectives
- Conduct Staff skills assessment

Next Class February 9

- Review of your goals and objectives
- Adding activities to objectives
- Professional development, what is it and how do I write it into the plan
- Begin discussion of the plan's budget