



# **Technology Planning**

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**Train-the-Trainer Workshop**  
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**Schools & Libraries Division**

# 4<sup>th</sup> and 5<sup>th</sup> Report and Order

- ◆ Technology planning requirements now codified in federal rules
  - Timing of Technology Plans
  - Content of Technology Plans
  - EETT Plans

# Five Criteria: Goals

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- ◆ The plan must establish clear *goals and a realistic strategy* for using telecommunications and information technology to *improve education or library services*.

# Five Criteria:

## Professional Development

- ◆ 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.*

# Five Criteria: Needs Assessment

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- ◆ 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.

# Five Criteria: Budget

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- ◆ The plan must provide for 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.

# Five Criteria: Evaluation

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- ◆ 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 as they arise.

# When Do I Need a Tech Plan?

- ◆ Not needed if you are seeking *only*:
  - Basic local, PCS, cellular, and/or long distance telephone service and/or voice mail
- ◆ Needed for if you are seeking any of these:
  - Telecommunications other than local/long distance: T1s, ISDN, Centrex, etc.
  - Internet Access
  - Internal Connections

# Who Needs a Tech Plan?

- ◆ Recipients of service (Block 3 entities)
  - Individual schools can be covered by local agency plan or can elect to have their own.
  - Individual libraries can be covered by library district or library consortium plan or can elect to have their own.
  - Consortium members covered by school, LEA, or library plan – NOT a consortium level plan.

# Timing

- ◆ Technology plans must be *written* before submission of the Form 470.
  - “...applicants are still expected to develop a technology plan prior to requesting bids on services in the FCC Form 470.” (5<sup>th</sup> R&O at 56)
- ◆ Technology Plans must be *approved* before services start and submission of the Form 486.
  - “...applicants formally certify, in FCC Form 486, that the technology plans on which they based their purchases were approved before they began to receive service.” (5 R&O at 56)

# Tech Plan and Services Requested

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- ◆ Technology plans support and validate the services requested on the Forms 470 and 471. Specific services requested must be consistent with the applicant's technology plan.
  - ◆ Technology plans, not Forms 470, are the appropriate vehicle to research and plan for technology needs.
  - ◆ If you want to order services beyond the scope of the existing plan, you have to prepare and timely submit a new plan for approval.

# Plan Approval

- ◆ Technology plans approved for EETT are deemed valid for E-rate *if accompanied by additional budget documentation.*
- ◆ Plans can be approved by SLD Certified Technology Plan Approvers.
  - See Reference Area: Technology Planning: Certified Technology Plan Approver Locator

# Certified Tech Plan Approvers

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- ◆ Public schools → State Education Agency (SEA)
- ◆ Public libraries → State Library
- ◆ Non-public school → SLD Certified Approvers (Associations) or SEA
- ◆ Technology Plan Approver Locator
  - Search by state and entity type

# PIA: Following Up

- ◆ Checks during application review
  - Assuring that Technology Plan is written
- ◆ Checks after filing of Form 486
  - Assuring that Technology Plan is approved

# Documenting Compliance

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- ◆ Ensure that Technology Plan covers entirety of current Funding Year.
- ◆ Ensure that Technology Plan contains five required elements.
- ◆ Retain copy of Technology Plan Approval notification.
- ◆ Keep Technology Plan up to date and implement Evaluation component.

# QUESTIONS

