

# **Technology Plan Guidance and Template**

## **Mission Statement**

Organization mission statement here.

## **Current State**

This section should include a brief summary about the current state of the IT infrastructure and any related issues. The issues do not have to be existing but should be inevitable if the obsolete technology is reaching [or has already reached] its end of life.

Examples: Servers, network equipment [firewalls, switches, routers, etc.], phone systems, copiers, and scanners.

Keep in mind that computers are an eligible expense but will not be covered under CII if the replacement computers requested are positions funded 50% (or more) by CSC. These positions will be funded directly through the Inventory Management Initiative and are not limited to the \$15,000 maximum by CII.

## **Proposal**

This section should include the proposed technology being requested and the rationale behind the equipment selected. An agency may come up with a solution based on a professional opinion (e.g., IT vendor, board member, etc.), IT committee formed to address the agency's concerns, or staff recommendations backed by research performed identifying why the proposed solution will resolve the current issues.

2 quotes are required for any IT request unless the quote provided through a cooperative procurement agreement (e.g., Nonprofits First, National Joint Powers Alliance (NJPA), State of Florida IT Contract, GSA Schedule, etc.).

## **Implementation Timeline**

This section should include the implantation timeline.

## SAMPLE TECHNOLOGY PLAN

### Computer Inventory

<u>Position Title</u>	<u>Vendor</u>	<u>Computer Description</u>	<u>Date of Purchase</u>
Bookkeeper	Dell	OptiPlex 990, 4GB RAM, 128GB SSD	10/1/13
CFO	Dell	OptiPlex 990, 4GB RAM, 128GB SSD	10/1/13
Clinician	HP	Yoga 2 Pro, 8GB RAM, 128GB SSD	7/15/15
Admin Assist	Dell	OptiPlex 780, 2GB RAM, 80GB	2/1/10
Program Staff	HP	Yoga 2 Pro, 8GB RAM, 128GB SSD	7/15/15

**Computer inventory is only required if agency is applying for new computers.**

**Note: Equipment for CSC funded positions (50% or greater) will be replaced through the Replacement Technology Program and is not required to be supplied in this inventory.**

### Project Budget

<u>QT</u>	<u>Description</u>	<u>Purchasing method</u>	<u>Vendor</u>	<u>Unit Price</u>	<u>Total</u>
5	Dell i5 desktop PC, 8GB RAM, 128GB SSD, 23" Monitor	FL State Contract	Dell	\$1,225.00	\$6,125.00
2	Dell PowerEdge Server, 32GB RAM, 2TB RAID 5 Storage	FL State Contract	Dell	\$3,200.00	\$6,400.00
5	Microsoft Office 2016 Professional Plus	501c3 Charity	Techsoup	\$40.00	\$200.00
2	Microsoft Server Essentials 2012 R2	501c3 Charity	Techsoup	\$37.00	\$74.00
1	HP Network Laser Printer	3 quotes attached	CDW	\$1,200.00	\$1,200.00
10	IT Support to implement solution	Current IT Vendor	IT Vendor	\$75.00	\$750.00
				<b>Total</b>	<b>\$14,749.00</b>

**Attach a copy of each quote obtained along with the budget**