

Strategic Technology Plan

What is a Strategic Technology Plan?

The strategic technology plan is a guide to how the organization will use technology to help accomplish its goals. The plan is created with a scope of up to 3 years and should be updated frequently.

The following pages provide a template for a Strategic Technology Plan. Insert your organization's details where appropriate.

Organization Full Name
Strategic Technology Plan
MM.DD.YYYY

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Overview of technology plan

- I. Include Facts about the organization (Organization history, number of employees, annual budget)
- II. Major changes you are planning for the organization
- III. Timeframe covered by this technology plan
- IV. Major business areas you are trying to improve with technology
- V. Overall budget set aside for IT

Introduction

Organization Mission:

Write the overall mission of the organization, what it seeks to do with its efforts.

Ex: "To provide safe temporary shelter for abused women and their children."

Organization Description:

Write a short paragraph in which you describe critical information about the organization.

Ex:

- I. Name
- II. Founding year
- III. Industry
- IV. Specialization
- V. Number of clients
- VI. Number of full time employees
- VII. Number of volunteers
- VIII. Number of locations
- IX. Geographical region served

Technology Planning Team:

Record information about each person who contributed to the content of the document.

Name	Title	Phone	Email	Role on Team

Organization Analysis

Current Business Processes:

Describe each major business process in the organization that contributes to achieving your goal. Process descriptions can be in the form of a narrative, flow chart, table, etc.

Process Improvements:

Describe improvements that can be made with the supporting use of technology. For example:

- I. Which processes you would like to improve
- II. Why you would like to improve them
- III. How improvements can be made

Current State of Technology:

Write down the present state of the organizations technology. This should be in either paragraph form or a bulleted list of sentences.

Indicate if:

- I. There is a shortage or surplus of certain technology
- II. Current technology does not fit the service you wish to provide
- III. Specific systems are in need of updating, etc...

An inventory of all Technology (hardware/software) should be kept separate from the Strategic Technology Plan. Follow this link to the [Technology Inventory Template](#).

Technology Improvements and Acquisitions:

Describe the technology improvements that are needed to support the business process improvements that were identified earlier.

Be specific in listing the desired solution, the benefit it would produce and an estimate of the cost.

Ex: "New Computer"- more computer memory (i.e. RAM) would allow for more applications to be used at the same time, which will allow us to be more productive.

It is important to get as much input from staff as possible when planning for your organization's technology needs. For more information on how to gather staff input, follow this link to the [Business Unit Questionnaire](#).

Technology Budget

Write the overall annual budget amount the organization should dedicate to Technology. This amount should be consistent with your detailed IT Budget worksheet.

Ex: Shelter for Women Inc., Total IT Budget 20XX, \$12,000.00

The detailed IT Budget worksheet should be kept separate from the Strategic Technology Plan. Follow this link to view the [IT Budget Template](#).

Measures of Technology Plan Success:

Describe quantitatively how you will measure the success of your technology-supported process improvements.

Ex: Time required to produce the Year-to-Date donations summary to be reduced by two hours.