

***St. Margaret's School utilized the "Moving Window" methodology for developing this long-range technology plan.*** - Overall school technology plans are often created out of a specific need within one or two departments and assumed to benefit the entire school program. The end result is a mix of frustration by the many and mild satisfaction by the limited end users who were involved in the planning process. Usually the technical standards do not reflect the true curriculum needs and the equipment often sits collecting dust. The concept of a moving window was facilitated by Teachers and Technology and expounded on by the St. Margaret's School appointed technology committee. The steps for implementing this unique and dynamically effective technique are outlined below.

### **Phases of Development**

- ***Academic Preliminary Requirements – A thorough study of the curricula / technology needs.***
- ***Detailed Functional Requirements – Evaluating the software applications that will complement the above referenced Preliminary Requirements.***
- ***Detailed Technology Requirements – Evaluating the hardware that will support the approved software applications.***
- ***Training And Implementation***

#### **Preliminary Requirements**

- Study of previous technology efforts
- Study of current technology environment
- Study faculty / staff needs and proficiency levels
- Study current curricula (all levels)

#### **Detailed Functional Requirements**

- Software evaluations
- Model searches
- Platform determinations
- Cost projections
- Recommendations

#### **Detailed Technology Requirements**

- Hardware evaluations
- Model searches
- Lab considerations
- Cost projections
- Communications and Networking
- Recommendations

#### **Training And Implementation**

- Evaluations and assessments
- Timelines
- Cost projections
- Training organizations
- Hardware and software vendors
- Recommendations