

Choosing New Tech for Your School: A Step-by-Step Plan

1 IDENTIFY THE NEED

Determine the specific needs at your school, such as managing hall passes or tardies.

1

2

2 FORM A TECHNOLOGY COMMITTEE

Invite diverse staff members, including teachers, administrators, support staff, and IT personnel, to form a committee.

3

3 INITIAL MEETING

Discuss the committee's goals, objectives, and alignment with the school's mission. Share thoughts on current challenges and potential solutions.

4

4 RESEARCH AND GATHER INPUT

Assign members to research tech options and gather input through focus groups or surveys from other staff.

5

5 VENDOR PRESENTATIONS

Arrange interactive presentations from shortlisted vendors, including demonstrations and success stories from other schools.

6

6 COMMITTEE DISCUSSIONS

Hold follow-up meetings to discuss the pros and cons of each option, ensuring open and honest discussions.

7

7 RECOMMENDATION AND FEEDBACK

Draft a recommendation report and invite feedback from the broader staff before making the final decision.

8

8 DECISION ANNOUNCEMENT

Announce the final decision, explaining the chosen technology and how it addresses the identified needs.

9

9 IMPLEMENTATION PLANNING

Involve the committee in planning implementation, including timelines, training, and support mechanisms.

ONGOING INVOLVEMENT

Keep the committee active during implementation, reviewing progress, addressing issues, and gathering feedback regularly.

MINGA

www.minga.io