

Technology Planning Checklist

Technology Plan

Years Covered	Checklist Completed By	Date	Other
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The foundation of any Priority 2 E-rate funding request is an approved technology plan. Funds For Learning has created this checklist to remind applicants of the major components that must be present in a technology plan, as well as some requirements for technology plans (as established by USAC). For more information, see the Technology Planning section of the E-rate Resources section at FundsForLearning.com.

Four Required Elements of a Technology Plan

- Goals and strategies for leveraging telecommunications and technology to improve education
- Clearly stated plans for training staff on the use of technology
- Descriptions of the telecommunication services, hardware, software, and other items such as electrical upgrades, needed to implement the plan
- Evaluation methods to monitor progress toward goals

Other Requirements

- Your plan can encompass up to a three year period
- Third party involvement with the development of the plan should be limited, especially in relation to service providers
- A draft plan, including the required 4 elements, must be in place prior to the submission and certification of a Form 470
- The final plan must be certified, by a USAC approved tech plan endorser, prior to the start of services (Certified on the Form 486)

Notes

