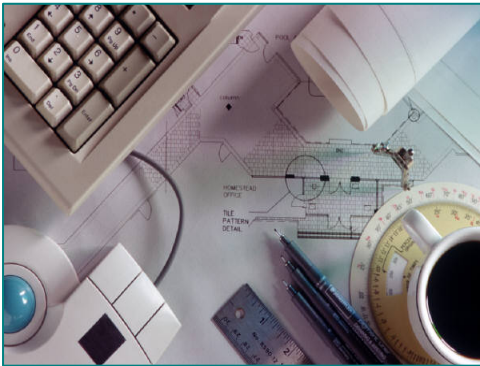


Developing A Technology Plan



Perhaps you are ready to add technology enhancements to your company. There is, however, one very important item that should be considered before you invest money towards technology improvements. Think about developing a technology plan *first*.

A technology plan can be simple or very detailed. Its primary role is to ensure that you have considered timeframes, financial commitments, resources investments and benefits to your organization as a whole in your technology goals. It defines your technological strategy, ensuring you have a clear vision on what your return on investment should be.

Consider the following when developing a technology plan:

- Computer hardware :
 - Using existing hardware
 - Upgrading hardware
 - Buying additional hardware

- Software application:
 - Minimum hardware requirements
 - Licensing agreement

- Scalability
 - Will solution grow with your business needs

- Short-term goals
 - Automation of defined tasks

- Long-term goals
 - Productivity gains
 - Increased efficiency
 - Competitive advance

- Training needs for primary and secondary personnel

If you are not comfortable building your own technology plan, consider hiring a technology consultant to help you. A well thought out technology plan can save you time, money, and unnecessary aggravation. It will enable your investment to be fully utilized and appreciated.