K-12 Technology Readiness Checklist
Is Your District Really Ready?

This Technology Readiness Checklist is brought to you by Questeq and is drawn from the best practices reported by dozens of districts.

Early Summer

1. Inventory digital assets and formalize a “Digital Asset Lifecycle Program” (e.g. existing assets are put on a regular schedule of upgrades until a planned time when they need to be replaced with new assets).
2. Re-align staff, each with a job description that is based on anticipated functional areas of support and level of skill.
3. Rollover new student records (e.g. move accounts from elementary to middle school). Appropriately archive last year’s graduates.
4. Set-up and test common core and online assessment tools.
5. Install and test new technology deployments and infrastructure (e.g. wireless network upgrades, security systems, etc.).
6. Plan a Help Desk and procedure (e.g. a structured method for fielding and tracking technology issues).

July 1 to August 1

7. Re-assemble and test computer labs after summer cleaning or equipment upgrades.
8. Set-up and integrate all administrative apps (e.g. nutrition, transportation, and student information systems).
9. Ready/test parent portal access to student schedules.
10. Ready technology equipment, accounts, passwords, programs and network resources for new students and new teachers.
11. Ready and restart technology after teacher classroom moves (e.g. relocating Smart boards) and/or after new technology installation.

Mid August

12. Make-ready last minute purchases of equipment from returning teachers. (Plan for and set-aside funds for this purpose.)

Note: This checklist shares many common tech readiness tasks executed by top districts, but in no way is a complete list. Dates shown are approximate and should be varied based on level of district technology transformation, and actual school calendars.