**Technology Planning Checklist**

**Determining Relative Advantage--Why Use Technology?**

* Do I have topics, curriculum objectives, or insights I have difficulty teaching?
* What is the relative advantage of the technology-based solution?
* Is the relative advantage sufficient to justify the effort and expense of using these solutions?

**Deciding on Objectives and Assessments--How Will I Know Students Have Learned?**

* What outcomes do I expect of students after the instruction to show me they have learned?
* What is the best way for me to assess students' learning (e.g., written tests, products)?
* Do the assessment instruments (e.g., tests, rubrics) exist or do I have to develop them?

**Designing Integration Strategies--What Teaching Strategies Will Work Best?**

* Will the instruction be single subject or interdisciplinary?
* Will students work as individuals, pairs, small or large groups, whole class, a combination?
* Should activities be directed, constructivist, or a combination of these?
* What strategies should I use to encourage female and minority student involvement?
* What sequence of activities should I teach?
* Will students have enough time to learn the technologies before I begin grading?
* Do I have demonstrations of equipment and the software skills student will need?

**Preparing the Instructional Environment--Are the Essential Conditions in Place to Support Technology Integration? (Management)**

* How many computers and copies of software do I need to carry out the activities?
* How many computers and copies of software are available?
* Over what time period and for how long will technology resources be needed?
* Do I need to schedule time in a lab or media center?
* Do I need to schedule projection devices or large-screen monitors for demos?
* What other equipment, software, media, and resources will I need?
* Are the uses I am planning legal according to copyright laws?
* Have I provided for students' privacy and safety?
* Do I have “experts” among the students in the class?
* Do I have parent and community volunteers to provide assistance?
* Have I made all necessary access provisions for students with physical disabilities?
* Am I familiar with troubleshooting procedures specific to the hardware or software?
* Have I built in time to test-run an equipment setup before the students arrive?
* Have I built in time to back up important files? Have I trained students to back up theirs?
* Do I have a backup plan if I cannot use the resources as I had planned?