



CANADIAN COUNCIL of CHRISTIAN CHARITIES
ADVANCING MINISTRY TOGETHER

Tactical Technology Planner's Toolkit

Session Outlines

1. Beginning a Technology Plan

- What is Technology Planning?
- Strategic Versus Tactical Planning
- Thinking About Technology in Your Organization
- The Tactical Planning Process
- Creating Your Technology Committee

2. Infrastructure and Hardware

- Hardware Infrastructure (computers, printers, phones, firewalls, routers, servers)
- File Sharing and Data Backup
- Software Infrastructure (productivity software, email, and calendaring)
- Support: The Human Side (when to staff, hire a consultant, or outsource)

3. Data Management

- Thinking About Constituents
- Constituent Management Systems
- What Should You Use?
- Managing Other Kinds of Data
- Data Care and Feeding
- Making Sense of it All

4. Online Communications

- Online Communication in Context
- Your Website
- Broadcast Email
- Social Media
- Thinking Through Your Mix

5. Strategically Creating and Integrating Your Technology Plan

- Prioritizing Your Projects
- Creating an Action Plan
- A Typical Technology Project
- How to Fund Your Project