

## Know What You Need: Technology Needs Assessment and Planning for Community Organizations

presented by the

**Capital Area Community  
Media Center**



### WHEN:

**Saturday, January 16, 2010**  
**11:00 am – 4:00 pm**

registration and networking begins 10:30 a.m.  
a light lunch will be provided

### WHERE:

**Michigan State University Campus**  
**Bessey Hall – 2nd Floor – Room 217**

see below for information on location and parking  
including where to view them on the web

It can be tough to figure out a good strategy for using communications technology (computers, websites, etc.) in your organization. In this workshop we'll look at best practices for assessing your needs and forming a technology or communication plan. Topics will include:

- Common components of a plan
- How to do a technology inventory
- How much to budget for different kinds of capabilities
- Estimating staff time required
- Determining what to do in-house and what to outsource
- Planning for ongoing, long-term maintenance
- Writing IT policies and procedures
- Handling security needs inexpensively

### Suggested pre-workshop reading:

<http://www.techsoup.org/learningcenter/techplan/index.cfm>

The presenters for this workshop are from the Capital Area Community Media Center (CMC), an emerging regional non-profit multimedia center promoting our community. The CMC has contracted with the *Power of We Consortium* to build the communication and media capacity of community and faith-based organizations in the Lansing area.

### Workshop Location and Parking Information

- ✚ Free parking passes will only be available for Visitor Lot 62W (about a 10 minute walk west of Bessey, so please coordinate this into travel/arrival time). Unfortunately, parking passes WILL NOT be available for the Bessey Faculty Lot.
- ✚ Bessey Hall Room 216 is a Computer Lab. The amount of equipment in this room causes the temperature to constantly adjust to keep computers from overheating, so participants may want to dress in layers for comfort.
- ✚ To view locations on the web:  
Bessey Hall, go to – <http://maps.msu.edu/interactive/index.php?location=ebh>  
Visitor Lot 62W, go to – <http://maps.msu.edu/interactive/index.php?location=51PV>

### Advance Registration is Requested

- ❖ Send a separate registration for each participant, by email, to [powerofweconsortium@ingham.org](mailto:powerofweconsortium@ingham.org) and include – Name, Title/Position, Organization, Daytime Phone Number, Individual E-mail Address, Workshop Title and if Handicap Parking is Needed