Veracity

Stakeholder Perspectives & Fact-Finding for TMS Initiative		
Awareness/Learning/Adoption (Curriculum/Instruction, Coaches, Specialists)	Yes	No
Are teachers/staff members aware of the digital tools already available to them?	☐	☐
Have we achieved the adoption we expected with these tools?	☐	☐
Can teachers, students, and parents easily access materials and learn autonomously with a centralized repository of resources?	☐	☐
Do users know who to contact for support?	☐	☐
Data Privacy/Security/Vetting (Evaluators/Approvers, Technology/IT)	Yes	No
Have we established procedures that collect necessary data and approvals for purchasing decisions?	☐	☐
Does every technology purchase (or use) follow these protocols, protecting against security risk and ensuring compliance?	☐	☐
Is our approval process inclusive of all necessary stakeholders/ departments (i.e. curriculum alignment, budget/cost review, technology review/systems integrations, data privacy)?	☐	☐
Is the process practical, timely, and automated enabling operational efficiency and minimizing time to purchase?	☐	☐
Contracts/Renewals/Budget Insights (Leadership, Finance/Purchasing)	Yes	No
Are contract details (start date, end date, terms, billing cycle, amount, license quantity) readily available to all stakeholders in the purchase and renewal processes?	☐	☐
Do we avoid contracts "slipping through the cracks", ensuring no unwanted spend or unnecessary help desk tickets?	☐	☐
Is the person(s) responsible for the purchase/renewal of a contract easily identified, notified, and provided with ample time to re-evaluate if needed?	☐	☐
Are we able to quickly report which tools we've purchased and what to expect for upcoming (and future) budgeting decisions?	☐	☐
Succession Planning/Knowledge Dissemination/Cross-Functional Collaboration	Yes	No
Are any stakeholders in the onboarding, adoption, or ongoing management of edtech investments "single points of failure" (causing the entire process, system, or investment to stall)?	☐	☐
Do we follow consistent staff onboarding and offboarding practices for disseminating knowledge?	☐	☐
Do we have a centralized repository for all documents, notes, training materials to minimize loss with staff turnover?	☐	☐
Do we collaborate as a team and have a sense of collective ownership of every edtech investment we make?	☐	☐