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| **Business Case for Technology Management System** |
| Executive Summary |
| We aim to implement a Technology Management System (TMS) to better manage edtech – building awareness with staff, gaining insight into spending and renewals, and automating processes for operational efficiency. |
| Introduction |
| Current disjointed systems and manual processes lead to siloed communications, missed contracts, redundant technologies, and unnecessary waste of time and limited resources. The TMS aims to address these challenges and maximize our investments in edtech. |
| Objectives |
| Increase staff awareness of purchased edtech, enable consistent operational workflows (i.e. technology approval process), and monitor and execute contract renewal decisions in a timely manner, through centralized data access. |
| Scope & Deliverables |
| The TMS will include a directory of products across the district and by school/campus; a catalog/library for staff, students, and parents to learn about digital tools available at our district/institution; a dashboard that highlights upcoming renewals and breakdown of investment by location and product; a repository of contracts, contract details, and associated vendors; and a fully customizable request form and workflow builder. |
| Benefits |
| Centralized data, cross-functional collaboration, consistent and automated processes, transparency, increased capacity and scalability, insight into waste and redundant technologies (potential cost savings) |
| Risks & Challenges |
| Possible stakeholder resistance, resource constraints (time needed to collect disparate data and build into TMS) |
| Cost-Benefit Analysis |
| Annual software subscription is $\_\_\_\_\_\_\_\_\_\_; projected annual savings from increased productivity, greater adoption of current investments, informed contract renewals and negotiations, and redundancy audit is $\_\_\_\_\_\_\_\_\_ |
| Resource Requirements |
| The TMS project will require a champion/project manager, technology lead, instructional lead, and a business/ finance associate (for contract access and/or input). No additional budget needed outside of annual subscription. One thirty-minute implementation kick off call. One thirty-minute systems integrations call. One thirty-minute training/system review for administrative staff. System build time to be determined. |
| Timeline & Milestones |
| Phase 1 – Product Directories and Catalog build, customization, and training (Week 1-3); Phase 2 – Contract input (Week 4-6); Phase 3 - Product Profile build (can happen simultaneously with Phase 2); Phase 4 – Forms and Workflows build (can happen simultaneously with Phase 2 and 3); Phase 5 – Rollout to staff (at team’s discretion) |
| Recommendation & Conclusion |
| The TMS presents a clear opportunity to centralize our data and improve collaboration, breaking down silos and current communication barriers for every stakeholder. Not only will the system enhance operations and productivity but provide cost-savings in our current technology portfolio and in the future. The costs associated with not moving forward (risk, inefficiencies, overspending/waste, and turnover) far outweigh the investment. |