

DETERMINING TECHNOLOGY REQUIREMENT FOR FACILITIES PROCEDURE (TCH-P001) Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process for determining technology requirements for new, remodeled and existing facilities.

The online version of this procedure is official. Therefore, all printed versions of this document are

2.0 RESPONSIBILITY:

- 2.1 Technology Coordinator

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Technology Officer (CTO)

4.0 DEFINITIONS:

- 4.1 None.

5.0 PROCEDURE:

- 5.1 The process for determining technology requirements for a new facility is as follows:
- 5.1.1 Technology Coordinator analyzes and reviews building blueprints, student enrollment, course equipment, new technology advances and developments.
 - 5.1.2 Technology coordinator develops cost factors and a technology budget (ref. [BUD-P001](#)). The numbers are submitted to Facilities for project estimating.
 - 5.1.3 Timelines for procurement, installation, testing and operational readiness are developed.
 - 5.1.4 Technology coordinator coordinates input/data with school personnel, contractors, outside technology agencies (if required) and the technology department.
- 5.2 The process for determining technology requirements for a remodeled or existing facility is as follows:
- 5.2.1 Technology coordinator analyzes and reviews building blueprints, student enrollment, course equipment, new technology advances and developments.
 - 5.2.2 Plans to integrate new technology with currently established systems are developed.
 - 5.2.3 Technology coordinator develops cost factors and a technology budget.
 - 5.2.4 Timelines for procurement, installation, testing and operational readiness are developed.
 - 5.2.5 Technology coordinator coordinates input/data with school personnel, contractors, outside technology agencies (if required) and the technology department.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Building Blue Prints/Floor Plans
- 6.2 Annual Budget ([BUD-P001](#))



**DETERMINING TECHNOLOGY REQUIREMENT
FOR FACILITIES PROCEDURE (TCH-P001)**
Clarksville-Montgomery County School System

6.3 Student Enrollment Report

6.4 Budget Spread Sheet

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Floor Plans and Budget Spread Sheets	Technology Department	As long as needed for review when new schools are being developed	Discard as desired	Secured Building

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
10/22/03		Initial Release
2/05/04	A	Add records to retention table
4/05/04	B	Add "numbers are submitted to Facilities" in 5.1.2 and update flowchart
10/30/08	C	Add logo, update Approval Authority Title, no revisions to procedure
1/25/10	D	Remove section 5.3, add "or existing" facility in 5.2

9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

*** * * E n d o f p r o c e d u r e * * ***

