



PROPOSED TECHNOLOGY MANAGEMENT PLAN

Philanthropy West Virginia's effective and successful operations depend on an advanced and strong technology platform. For the past three and half years, Philanthropy WV has been limping along on two refurbished computers (minus the computer purchased thanks to the McDonough Foundation's support), older printers, and other equipment.

With "time" being one of our greatest resources and in short supply, broken or slow computers eats up this resource preventing the organization from moving forward and allowing staff to do their jobs. This outline is a brief summary of needs for our technology improvements on an annual basis from 2014 into the future to guarantee we have up to date and beneficial equipment, software, platforms, etc. These upgraded systems will reduce the stress on staff to work with outdated systems that do not function at a high level. In outlining this plan, we want to thank the assistance of board members such as Tres Ross, Michael Whalton, Susie Nelson and others who have given of their time and expertise to help us identify the best resources to incorporate.

NEEDS:

Philanthropy WV with a team of three full-time staff and volunteers (President/CEO, Operations Coordinator, and AmeriCorps VISTA) must have at least three up to date computers, software, and a spare system to use for road trips and presentations. The new systems would be begin a conversion over a Mac Computer use in our office noting that recent PC additions have had limited life expectancy and multiple failures. The current copy/fax/printer system is nearing the end of its life noting that it could survive through early to mid-2015 with proper life extending practices. With multiple presentations being done by Philanthropy WV, the need for our own LCD projector has grown so the addition of this technology to the office would be a big help. The web platform needs to be converted into a modern look redesigning the current web platform or considering conversion to a CiviCRM platform of which the WVNPA has used. When it comes to software, we will need a new edition of QuickBooks for 2015, MS Office packages for all office computers, design software, and membership data system management.

RECENT UPDATES:

During the past 8 months, Philanthropy WV has setup stronger listserv, e-communication, and webinar platforms. These technology components do not need upgrades, but just continuing expense of services and/or maintenance is included in the plan below.

THE PLAN:

The following plan is outlined by year to indicate upgrades needed and maintenance practices starting with 2014 and continuing throughout the future.

2014:

- Solicit for funding from Dominion Foundation for improve systems (completed 09/2014)
- Purchase at least two new computer systems (Mac desktop or laptop) with proper monitors, software other equipment, and maintenance/service contracts (\$4,000)
- Upgrade current computers to provide to VISTA volunteer to use
- Purchase new QuickBooks software (suing Tech soup)
- Purchase new LCD Projector

2015:

- January 2015 Launch new website (at the latest)
- Convert data management for membership, member prospects, contacts, etc. into a new platform such as CiviCRM
- Purchase new computer for third staff team member along with necessary software
- Purchase new printer/copier/scanner for all office use that will be setup on a wi-fi platform
- Complete annual software updates
- Assess quality and effectiveness of MailChimp, Webinar System, and Email/Listserve systems determine continuation or switch to new services

2016:

- Maintenance for computer systems, printers, LCD projectors
- Upgrade current software or purchase new software needs as identified by staff
- Have computers taken to accredited company for servicing
- Possible need for a new central network server
- Assess quality and effectiveness of MailChimp, Webinar System, and Email/Listserve systems determine continuation or switch to new services

2017:

- Assess quality of computers and systems to determine if any purchases are needed for the year
- Maintenance for computer systems, printers, LCD projectors
- Upgrade current software or purchase new software needs as identified by staff
- Have computers taken to accredited company for servicing
- Assess quality and effectiveness of MailChimp, Webinar System, and Email/Listserve systems determine continuation or switch to new services

2018:

- Potential new computer purchase needed
- Maintenance for computer systems, printers, LCD projectors
- Upgrade current software or purchase new software needs as identified by staff
- Have computers taken to accredited company for servicing
- Possible new desktop printer needed for President/CEO or Operations Coordinator
- Assess quality and effectiveness of MailChimp, Webinar System, and Email/Listserve systems determine continuation or switch to new services

Over the long-term, it is estimated that a new computer will need to be purchased every three to four years depending on how the Mac systems operate. This outline incorporates this need in 2017 and 2018. The estimated budget needs for the outlined purchases above are listed below for new expenses:

YEAR	AMOUNT	PURPOSE
2014	\$6,000	Two new computers, screens, software, and LCD projector
2015	\$6,000	Upgraded or new web platform, one new computer, and printer/copier/scanner system
2016	\$1,500	Software, system maintenance, and equipment purchases
2017	\$1,500	Software, system maintenance, and equipment purchases
2018	\$3,500	Potential new computer purchase, software, system maintenance, and equipment purchases