

## Technology Assessment Process Checklist

### **Process Overview:**

1. Needs Assessment- Understand the needs of your program and the solutions that might meet them.
  - ☐ Step 1: Establish Requirements
  - ☐ Step 2: Market Review
2. Testing- Create, execute, and communicate a repeatable testing process that evaluates devices against your organizational needs.
  - ☐ Step 3: Procure Devices
  - ☐ Step 4: Plan Tests
  - ☐ Step 5: Test the Plan
3. Deployment and Support- Purchase, deploy, and support selected devices.
  - ☐ Step 6: Select Device
  - ☐ Step 7: Deploy

# Technology Assessment Process Checklist

## Phase One: Needs Assessment

### Phase 1: Needs Assessment

#### Step 1: Establish Requirements

- ☐ Create Needs Assessment
- ☐ Create Position Statement
- ☐ Create User Profile List
- ☐ Create Requirements
  - ☐ Must Have Features
  - ☐ Nice to have Features

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#### Step 2: Market Review

- ☐ Identify Device Features:
  - ☐ Manufacturer Information
  - ☐ Create Product Cut Sheet
  - ☐ Create Device List with Features
  - ☐ Find 3<sup>rd</sup> Party Reviews
- ☐ Identify Useful Features
  - ☐ Research Technology
  - ☐ Create a Technology Overview Document

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#### Needs Assessment Notes:

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## Technology Assessment Process Checklist

### Phase Two: Testing

#### Step 3: Procure Devices

- ☐ Contact Vendors
  - ☐ Loan Units
  - ☐ Purchase Evaluation Units
- ☐ Organize test Units

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#### Step 4: Plan Tests

- ☐ Identify Participants
- ☐ Create Test Set
  - ☐ Functionality Test Set
  - ☐ Usability Test Set
  - ☐ Mechanics Test Set
  - ☐ Interoperability Test Set
  - ☐ Security Test Set
- ☐ Create Scoring System
- ☐ Create Testing Schedule

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#### Step 5: Test the Plan

- ☐ Follow Plan
- ☐ Document
- ☐ Evaluate Results
- ☐ Secondary Assessment (if needed)

Testing Notes:

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## Technology Assessment Process Checklist

### Phase Three: Device Selection

#### Step 6: Select Device

- ☐ Testing Review
- ☐ Final Selection
- ☐ Disseminate Information
  - ☐ Assessment Overview

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#### Step 7: Deploy

- ☐ Purchase
- ☐ Deploy
- ☐ Support
- ☐ Train

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#### Device Selection Notes:

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