



Project Plan for: Office Hardware

Project description

This project is to procure new office hardware, including desktops, monitors, laptops, tablets, printers, or copiers. It does not cover the purchase of cell phones or desk phones.

Why take this on / what impact to expect:

If you complete this project, you can expect some or all of the following benefits to your staff and organization:

- Improved productivity with newer, better, and faster hardware
- Improved staff morale
- Increased capacity to deliver quality programs

Estimated project timeframe: 2-6 weeks

Project deliverables

At the end of this project, you will have:

- Inventory of your current hardware
- New hardware installed and operational in your organization
- A plan for how to get support for your new hardware

Project milestones & who leads:

The major steps involved in executing this project and who leads them are below. Keep in mind there may be more sub-tasks than what's noted here, but these are the major steps:

Milestone	Who leads?
1) Assess current state <ol style="list-style-type: none"> Take an inventory of current hardware to understand how old your machines are, if they're working well, and if they're still covered under warranty. Ask staff about how their hardware is working for them, including computers, printers, and copiers. Understand what the needs and pain points are and how this project may help address them. 	Your org
2) Create requirements/define your needs <ol style="list-style-type: none"> Based on the assessment results, create a list of "must-haves" & "nice-to-haves" of what you need in new hardware. Even if you can't purchase it all now, you will have a list for next year or your next purchase opportunity. Will the new hardware require any software updates to ensure compatibility and to keep the software operational? 	Your org
3) Explore options <ol style="list-style-type: none"> Using the requirements above, evaluate potential solutions and vendors that offer what you need – use the list below as a starting place If you're working with a tech support firm, check with them as they will need to be able to support whatever you purchase Understand the total cost of ownership for the various options, including the hardware, installation/setup, training, and support needed, new peripherals or software needed, etc. 	Your org
4) Purchase, install, and train	Your org and/or solution vendor

<ul style="list-style-type: none"> a. Purchase hardware – either through a support firm or directly from the manufacturer. <i>TIP! Don't buy from big box stores.</i> The components and build are inferior to equipment purchased directly from the manufacturer. b. Ensure all hardware you procured is installed and tested, and needed software is installed with proper licenses. c. Set up training for staff to ensure they can successfully use the new hardware. d. Consider your approach to ongoing tech support to keep the computers running safely and securely. 	
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Estimated project budget:

If you follow the approach outlined in this project plan template, we estimate the project budget to be as shown below. Please keep in mind this is only an estimate and final cost will vary based on your choice of solutions/vendors, hardware, etc.

Description	Cost per unit	# of units	Est. budget
Desktop computer w/monitor	\$900		
Laptop computer	\$1,000		
Microsoft Surface Pro	\$1,000		
iPad Pro	\$750		
Computer installation/setup	\$150		
Color laser printer	\$500		
Color copier	\$2,500		
TOTAL			

Potential solution providers/vendors for this project:

While the Nonprofit Support Program does not endorse the vendors/providers below, our work in the community indicates that many of your peers have used the vendors below for similar projects. It's essential that you research and fully evaluate solutions and vendors against your specific project requirements to ensure a good fit. Additional vendors can be found in the [New England Nonprofit Consultant Directory](#). We've recommended additional resources to help under "Learn more before you decide."

- [Dell via TechSoup](#)
- [TechSoup](#)
- [DeRenzy Technologies](#)
- [RC3P Tech](#)
- [Cooperative Systems](#)

Learn more before you decide:

To learn more about how to evaluate these solutions/vendors before you proceed, consider the following resources:

- [Laptop or desktop?](#)
- [Laptop or tablet?](#)

Related considerations:

While you're working on this project, it is a good time to also consider the following:

Since you're in need of hardware/software for your organization, have you thought about your associated need for tech support? Do you have a tech support specialist you can call when you have issues with your hardware and software? If you don't, it can make a huge difference in keeping your organization humming. In addition to the local firms above, consider a managed service provider – you would pay them a consistent monthly fee for regular support and maintenance of your hardware. Three to consider – all of which specialize in working with nonprofits:

- [Community IT](#), a B-Corp that focuses on support for the nonprofit community
- [Tech Impact](#), a nonprofit organization that supports other nonprofits with technology
- [RoundTable Technology](#), a small firm that works with nonprofits