NSP | **Nonprofit Support Program**
HARTFORD FOUNDATION FOR PUBLIC GIVING

STRATEGIC TECHNOLOGY PROGRAM SELF-ASSESSMENT:
Are You Set Up for Success?

To help you assess if your organization is well-positioned to make the most of the Strategic Technology Program and optimize its impact on your organization, consider your responses to the self-assessment questions below. If you answer no to several of the questions, or this otherwise raises questions or concerns for you, you may want to discuss with Amy Studwell before you apply.

1. Do you have a current Strategic Plan for your agency, or – in the absence of a Strategic Plan – do you have clearly defined business goals and strategies articulated for your organization?

❐ Yes ❐ No

   ‣ A strategic business plan and/or clearly articulated business goals and strategies will root the development of a technology plan in the organization's mission and goals, meaning it can have greater impact on your organization.

2. Do you have regular strategic planning or annual planning meetings at your organization?

❐ Yes ❐ No

   ‣ If your organization already has a "rhythm" of strategic planning and annual planning, start thinking now about how you will incorporate technology as part of those planning processes going forward. Then, even if you aren't in the Strategic Technology Program, technology can still have a seat at the organization's planning table.

3. Is your Board convinced of the need for a technology plan? ❐ Yes ❐ No

   ‣ A supportive and engaged board is pivotal when trying to fundraise or budget for your needs and implement new processes. A board who views spending on technology as an investment in organizational capacity will go a long way toward successful technology planning. If accepted into the program, make a point of discussing the tech planning process with them *before* you start, and then keeping them updated as you progress so they can champion the final plan.

4. Is the Executive Director willing to be part of the tech planning process? ❐ Yes ❐ No

   ‣ Executive support, involvement, and approval are crucial to the success of both planning and implementation. If you are the Executive Director, know that your leadership and ability to engage others in this process is critical, and you need to be prepared to spend time on it.

5. Do you have a team of management and program staff willing & *able* to be part of the process?

❐ Yes ❐ No

   ‣ By including different types of staff in the planning process, you allow diverse perspectives to shape the plan. It also will help your team share the work involved in crafting and implementing.

6. Are you willing to help staff make technology planning a priority amidst competing priorities, including helping them shift deadlines or balance workload to make time for the planning process?

❐ Yes   ❐ No

‣ You may have to help tech team members prioritize technology planning by shifting other deadlines or projects. Are you ready, willing and able to prioritize participation in this process?

7. Are you willing to commit organizational budget to implementing the technology plan and sustaining any new technology investments made over the long term?

❐ Yes   ❐ No

‣ The HFPG grant included in this program will only cover a portion of the technology projects and needs outlined in your 3-year plan. To properly invest in, support, and sustain technology, your organization *will* have to increase and/or re-direct budget toward technology. Are you committed to doing so?

8. Similarly, are you willing to commit organizational time, resources and effort to search for additional outside funding/grants to support the implementation of your technology plan?

❐ Yes   ❐ No

‣ To fully implement the projects and investments outlined in your plan, your organization – in addition to dedicating some of its own budget – may need to leverage the HFPG grant and your tech plan as tools to seek additional investment. Are you committed to doing so?

9. Are there any major transitions or scheduling issues that will impact your organization's ability to fully participate in this program or to consider its technology strategy and needs at this time? Examples: Office moves, senior staff transitions, major capital campaigns, significant funding changes, etc.

❐ Yes   ❐ No

‣ If yes, please discuss these with the foundation. It's possible you could defer participation to a future offering of this program to ensure you can make the most of it.

10. Do you have other questions or concerns about tech planning that are important to understand before applying to this program? If so, please contact Amy Studwell at 860-548-1888 x 1040 or astudwell@hfpg.org . We are happy to speak openly and candidly with you about options to help ensure your success.