



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 unofficial copies.

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 ([BUD-P001](#)). These projections are then submitted to Facilities for project estimations. If it a remodel or existing facility, plans to integrate new technology with current established systems are developed.

- 5.1.3 Timelines for procurement, installation, testing, and operational readiness are developed.

- 6.0 Technology Coordinator coordinates with school personnel, contractors, outside technology agencies (if required) and the Technology Department.



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ASSOCIATED DOCUMENTS:

- 6.1 Building Blue Prints/Floor Plans
- 6.2 Annual Budget ([BUD-P001](#))
- 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 |
| 01/25/10 | D | Remove section 5.3, add "or existing" facility in 5.2 |
| 2/26/13 | E | Remove input/data from 5.1.4 and 5.2.5, update flowchart |
| 4/21/15 | F | 5.1.2, change numbers to projections |
| 2/6/17 | G | Updated 5.2.3. |
| 3/16/23 | I | Changed "Building Administrator" to Technology Coordinator. Combined 5.1 and 5.2. Deleted flowchart |