Evaluating Your Groups Tech Needs and Implementing New Tech: 5 Ws+1 H

Evaluation

Use the following discussion questions to help determine your current situation and whether you should try to implement new tech tools at this time.

ASK WHAT AND WHY:

➤ What problem are you trying to solve? What do you feel like you need/are missing?

➤ What's the impact if we do/do not adopt a new tech solution?

➤ What will improve?

➤ What problems or challenges will be created by using this tool?

➤ What will integrate with existing solutions, or are we looking at a new suite of solutions?

WHO

➤ Who will use this technology/tool/platform?

➤ What are the leaders and active volunteers in your group used to using? Prioritize the needs of those who will be doing the most or the most critical roles?

➤ Meet people at their level of digital comfort. Trying to ask for big jumps in digital literacy will likely lead to frustration for all.

➤ Figure out if people are willing to use other tools before going any further.

WHEN AND HOW

➤ Does the cost make sense?

➤ Don't undervalue the value of your own time managing current tools/ new options. Is importing and exporting between tools worth your time, etc?

➤ After some initial investment tools should make advocacy more efficient and effective. If that's not happening see if more training, changing settings or how your using it, or if its time to abandon it.

➤ Can we implement this now? Do we have the time to commit to setting up and onboarding and transitioning the tool?

➤ Who can set this up? Do we need help, or can we do it ourselves?

➤ How will we train anyone who will be using this tool?

➤ Can someone support people who are using these tools

WHICH:

► Research different solutions. Ask others? My Resource Sheet. Look at reviews etc

► Identify which platforms address your "why's and who's" the best.

► Build a matrix of options. Compare cost, features, ease of use, integration, and estimated time to implement.

► Test- ask others who will use it to try the solutions and give feedback. Free trails are helpful here.

Implementation

PLAN

► Make a plan with your team for integration and encourage others to be excited about this new solution.

► Set some time away to set-up new tool.

► Once set-up test it and have others help test.

► Make use of any online training videos or knowledge base the tool provides. Also make use of YouTube videos others have created to help you learn the tool well before trying to help others.

► Add these to training sheets or other things you will use to train/support others.

PATIENCE & SUPORRT, SUPPORT, SUPPORT

► To make any new tech tools work takes time, a good amount of patience, and an investment in supporting others.

► If possible, have one or two people who are the point people for learning how to use the new tool.

► Take time to provide some training and some links or info on how to use tool/platform so people will use them and will be better able to do so at crunch time.

► Help others understand why this tool is helpful and what it will solve. People often feel like they are being tortured when they are asked to use something new. Compassion on this front can go along way.

► Tweak and change settings or be creative in adapting tool to the workflow of those in your group.

Adapted from https://www.vtrural.org/programs/digital-economy/services/nonprofit-advising/toolkit