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
Phase One: 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

Step 2: Market Review
- Identify Device Features:
  - Manufacturer Information
  - Create Product Cut Sheet
  - Create Device List with Features
  - Find 3rd Party Reviews
- Identify Useful Features
  - Research Technology
  - Create a Technology Overview Document

Needs Assessment Notes:
Technology Assessment Process Checklist

Phase Two: Testing

Step 3: Procure Devices
- [ ] Contact Vendors
  - [ ] Loan Units
  - [ ] Purchase Evaluation Units
- [ ] Organize test Units

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

Step 5: Test the Plan
- [ ] Follow Plan
- [ ] Document
- [ ] Evaluate Results
- [ ] Secondary Assessment (if needed)

Testing Notes:
Technology Assessment Process Checklist

Phase Three: Device Selection

Step 6: Select Device
- Testing Review
- Final Selection
- Disseminate Information
- Assessment Overview

Step 7: Deploy
- Purchase
- Deploy
- Support
- Train

Device Selection Notes: