



**W307**

***Building A***

***Technology Roadmap***

# Why A Roadmap?



- *To ensure effective future planning*
- *To leverage the impact of technology*
- *To act with prudence and effectiveness*
- *Our responsibility to be diligent caretakers of our contributed resources*

# The Landscape



- *Hardware*
- *Software*
- *Services*
- *Special Workers*
- *Communication*
- *Publications*
- *Diversity*
- *Mobile*

# Roadblocks



- *Member Understanding*
- *Reasonable Scope of Work Development*
- *Funds Allocation*
- *Rotation of Servants*
- *Oversight of Work*
- *State/Federal Regulations*
- *Long-term Management*
- *Life-Cycle Determination*
- *Hardware/Software Upgrade Cycles*

# Acceptance & Implementation



In order to accept and implement the new technology approaches, our Fellowship will need to come to terms with several things:

- *Our current level of contributions*
- *A very clear understanding of the Traditions – especially Four (responsible autonomy), Seven (fiscal responsibility), Eight (special workers) & Nine (committee accountability)*
- *A far better working understanding of the Twelve Concepts that reaches beyond catch-phrases such as “Right of Decision”*

# Our Current Effort in Area 36 (Southern Minnesota)

Southern Minnesota Area Assembly  
Area 36

## Technology Guidelines

DRAFT

2013

### Technologist Trusted Servant Guidelines

#### Qualifications:

- In order to support the technology used by Area 36 for its website, the Technologist ought to have a deep set of technical skills for the web. He/she should have a strong working knowledge of:
  - HTML, CSS & JavaScript code
  - PHP code, SQL database code
- In order to provide support for the software currently being used by Area 36, the Technologist ought to have a good working knowledge of the operation of:

- All Microsoft Office software
- All Adobe software, especially InDesign and Adobe Acrobat and Dreamweaver
- QuickBooks financial software
- Database software such as:
  - MS Access
  - Filemaker
  - General Database operations in order to support Group Records

- Audio software such as Audacity and audio formats
- In order to provide support for the hardware used by Area 36, the Technologist will need to have a good working knowledge of Microsoft Windows operating system and networking setups
- In order to provide support for the Audiologist, the Technologist will need to have a good working knowledge of Audio recording hardware and software, as well as "best practice" approaches for quality audio recording

#### Responsibilities:

- The Technologist will be responsible for:
  - Supporting all hardware used by Area 36 in the furtherance of its goals
    - Laptop Computers
    - Desktop Printers
    - Portable Projectors
    - Portable Recorders
    - Portable & Cloud Data Storage Devices/Systems
  - MS Office Suite
    - Word Document creation
    - Excel spreadsheet creation
    - Access database
    - PowerPoint presentation
    - OneNote notekeeping