

The next step in the IT growth process at Johnson Cell Research is to complete an evaluation that focuses on mission-based technology planning for the agency. From our initial discussions, we have preliminarily identified some infrastructure-based data collection, communication, and IT areas that require careful consideration and further examination.

ISD Group has prepared this overview to provide a detailed outline of the steps and procedures, timetables, and estimated costs required for an organized and focused approach to JCR's evaluation.

EVALUATION GOALS

Our goal is to create a strategic technology plan that identifies ways that JCR can improve delivery of their services, programs and operations and to better serve their mission and constituency through technology.

The evaluative process is the foundation of the technology plan and addresses external and internal connectivity and communications challenges. This is proven to greatly assist ISD Group's clients to make cost-effective and intentional decisions, reflecting consistently high rates of return on investment and IT expense budget savings of up to 48%.

Additionally, a comprehensive technology plan will be key tool for advocacy and articulation for JCR to be successful in reaching their fundraising goals related to IT development.

THE RESULTS

The results for JCR of the evaluative process will be a comprehensive, actionable and mission-centered IT Plan with actionable goals customized for JCR' operations, programs and services. In addition to a planned means of realizing the JCR data logic model, JCR will have a timeline and budget for immediate, short term and long range IT planning and goals and a functional and flexible case statement to maximize IT fundraising efforts.

WHAT IS INVOLVED?

In the technology plan evaluative process, ISD Group will be:

- Assessing existing technology resources and defining specific needs
- Collecting a range of input from all levels of the organization
- Creating IT sustainability goals for JCR
- Prioritizing various information systems projects
- Evaluating Web-based solutions for JCR that will function for both internal infrastructure data collection models as well as for external communications needs
- Formulating an appropriate IT budget that allows for immediate, short term and long range expenditure planning
- Designing and presenting various integrated solution models
- Consulting with internal development efforts to create a functional case statement for fundraising efforts



TIME INVESTMENT FOR JCR

The time investment for JCR in the IT planning process include the formation of a team of 6-10 individuals that represents an appropriate cross-section of the JCR staff, both administrative and executive.

ISD Group would also recommend the appointment of an appropriate JCR key contact person that will be a primary liaison for the ISD Group staff during the process. This person is usually the Development Director of the agency, but can also be the MIS Manager, Controller or Executive Director, depending on the organization. The contact person for JCR has been identified as Joe Smith. As primary liaison, Mr. Smith would be responsible for coordinating interviews, setting and confirming meeting times, reviewing IT inventories, facilitating location tours, and doing preliminary strategizing with ISD Group.

The first two weeks of the evaluation will include: on-site staff interviews, IT network inventories and mapping, and at least one group meeting to discuss various solution models and to strategize with the ISD Group team. Each individual interviewed will need to dedicate only one hour of time. It would be recommended that we include the participation of the program staff and administrative staff in the evaluative process.

After two to three weeks of analysis and plan development off site, ISD Group will come back to JCR with a presentation of evaluation results and possible solutions and recommendations. Subsequent to discussion of the findings and a revision of the initial planning model, a final budget, timeline and case statement are prepared and delivered in coordination with the Development staff at JCR.

NEXT STEPS

If you find that this evaluation process is something with which you would like to proceed, we will work with you to schedule the time needed to begin the evaluation.

Thank you so much for taking the time to meet with us. We look forward to helping JCR continue to be a vital and excellent organization.

