

Making Tech Decisions

Information Management and Technology Priorities for Nonprofits

1. Conduct an internal **Technology Audit**.
2. Determine the nature of your **technology needs** – are they immediate, strategic, or specialized?
3. Establish technology needs as an organizational **budget line item**.
4. Conduct an internal **Information Management Audit**.
5. Assess the computer/technology **skills** of staff and volunteers.
6. Review and update Information Management and Technology **Policies**.
7. Define and document business/programmatic **processes**.
8. Develop or modify the following **plans**.
 - a. Information Technology
 - b. Business Impact Analysis
 - c. Disaster Preparedness
9. Ensure plans in item #8 are aligned with your **Strategic Plan**.
10. Perform a “**vanity search**” on the Internet.
11. Identify and protect your **Intellectual Property**.