
COMPUTER SYSTEM SUSTAINABILITY TOOLKIT

UNIT 1:

Toolkit Overview

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Sustaining a school's computer system involves multiple and interrelated elements. To address each of these requires that you create a Computer System Sustainability (CSS) plan. Having a well-designed plan will guide your school's efforts and give you the best possible chance of sustaining your school's computer system. There are many possible steps in developing a good sustainability plan; the Toolkit will take you through the following main ones:

- **Creating a team** of dedicated people to take the lead in developing and implementing your school's CSS plan.
- **If you do not yet have a computer system at your school**, the Toolkit will help you decide which equipment you need, how to prepare your school for your new computer system, how to arrange the computers in your lab and what it may cost to establish your new computer system.
- **If you do not yet have access to the Internet at your school**, the Toolkit will help you learn about the different ways that can be used to access the Internet, determine which ways are available to you and plan how to manage the use of the Internet at your school.
- **Assessing the current state** of your school's computer system.
- **Learning how teachers and students use the school's computers and how much money is spent on the school's computer system.** What types of computer equipment and related resources members of the school community want to be part of the school's computer system over the next five years.
- **Establishing a low cost means** to improve the performance and to maintain your school's current computer system.
- **Brainstorming with the team on how your school can raise the funds** needed to cover the costs of sustaining the school's computer system, and how the computer system might be used to generate revenue.
- **Selecting and implementing** the best revenue-generating plans.
- **Developing and using a budgeting tool to track expenses** to run and maintain the computer system, project income from different revenue-generating strategies, and manage the revenue the school's computer system earns.
- **Monitoring the implementation** of your school's CSS plan and updating and revising the plan over time to improve sustainability and the benefits the teachers, students and community gains from your computer system.

The following Checklist can help you and your team track your progress in completing these steps toward creating and implementing your school's sustainability plan.

CHECKLIST FOR MAJOR MILESTONES TO BE COMPLETED

Major Milestones	Start Date	Complete Date	Check (✓)	Notes
Develop and distribute SPT statement of purpose (Unit 2)				
Select SPT members (Unit 2)				
Determine Total Cost of Ownership of new or expanded computer system or lab (Unit 3)				
Assessment of internet connectivity options for your schools (Unit 4)				
Organize a school-community meeting to discuss internet connectivity (Unit 4)				
Assessment of school's computer system (Unit 5)				
Assessment of teachers, students and community usage of computer system (Unit 5)				
Develop CSS Plan (Unit 6)				
Set up SSTC (Unit 6)				
Compile computer equipment expenditure report (Unit 6)				
Hold fundraising ideas contest (Unit 7)				
Decide on fundraising ideas (Unit 7)				
Estimate the cost of running an income generating activity (Unit 7)				
Develop cost and revenue tracking system (Unit 8)				
Advertise events, trainings or activities (Unit 8)				
Develop monitoring and evaluation strategy for CSS plan (Unit 9)				
Update your CSS plan based on your findings (Unit 9)				

This is a suggested list of major milestones that you may want to keep track of while using the Toolkit. Feel free to add your own milestones to the list as well. An editable copy of this Milestones table is available on the Toolkit's CD. You can modify this table to suite your school's situation and print it so that you can check off the different tasks as you complete them.