Sample Deliverable: Technology Assessment Outline

Illustrative structure of an AVS assessment report

This outline shows how an AVS assessment is organized. Content is illustrative; each report is written for the individual organization in plain language for executives and board members.

1. EXECUTIVE SUMMARY (1–2 PAGES)

- Overall assessment in plain language and the three to five priorities that matter most.
- Summary of investment required, sequenced across Stabilize, Improve and Advance.

2. CURRENT-STATE FINDINGS

Domain	What we examine	Example finding format
Mission delivery	Systems that serve clients and programs	Finding · evidence · impact on staff and clients
Operations & support	Day-to-day tools, help desk, vendor performance	Ticket trends, response times, cost per user
Protection	Security, access, backup, compliance obligations	Risk rating (High / Med / Low) and plain-language exposure
Data	Where data lives, quality, reporting	Data flow map and gaps to outcomes reporting
Contracts & spend	Licenses, vendors, renewals, overlap	Annual cost, renewal dates, savings opportunities

3. VENDOR & CONTRACT REVIEW

- Every material vendor scored on fit, cost, responsiveness and risk.
- Renewal calendar and negotiation points the organization can act on.

4. RECOMMENDATIONS & ROADMAP

Phase	Representative actions	Timing	Est. cost
Stabilize	Highest-risk gaps closed; ownership and access clarified	0–90 days	Range
Improve	Workflows, tools and vendor terms aligned to the way staff work	3–12 months	Range
Advance	Data, reporting and strategic projects, matched to grant funding	12+ months	Range

5. FUNDING STRATEGY

- Which recommendations qualify for grant funding (such as UWCI Technology Fund Project Grants) and a draft request narrative.

6. APPENDIX

- Interview summary, document inventory, scoring methodology and glossary.