

MRFA Professional Development Day

Winter 2018 – Surviving Service

Using Technology to Build Efficiency

List a committee or other service you are engaged with this term: _____

What do you want to achieve? What is your goal with this service requirement?

What conditions are needed for you to achieve this goal?

Are there challenges/barriers for you to achieve your goal?

Considering the conditions and/or challenges you listed, are there technology options that could help you achieve your goals? If yes, name the technology or describe it.

Considering the technology you identified previously, answer the following questions:

Question to ask...	Importance (high, med, low)	I need to consider...
How can you access the tech?		
Will others need to use the tech as well?		
Is the tech easy for you to use?		
How much time will you need to invest in order to use the tech properly?		
Are there costs associated with using the tech?		
Is there support available? Where can you get help about the tech?		
Is the tech compatible with other tools you use to complete your task?		
Is the tech “tried and true”, or is it a new tech from a startup/in “beta version”?		
Can you retrieve/export your resources if the tech becomes obsolete, unavailable, or if it fails to deliver what you hoped for?		

