

Technology configuration inventory

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Instructions

It is useful to inventory the current technology configuration of the community, i.e., the current technology that the people working, learning, advancing knowledge (etc.) in the specific area you are engineering software for are using, as a way to understand the community better and what matters to them better. If yours is a new community, it may not have any specific technology yet, but even for brand new communities, the current configuration may not be empty, for instance if general tools like email or phone are going to be used. You can use a version of the table on the next page to inventory and analyze the current configuration of your community:

1. Get the big picture. Research the area and make a list of all the platforms and stand-alone tools in your community's configuration as best you can
2. For each platform, list the tools and check the ones that are being used. Why are some not being used? Are there duplicates? Are there issues around integration between tools?
3. To the left, make a note of which community activities/orientations the tools currently support in your community
4. To the right, identify the key features of tools. Are some of these features commonly or rarely used? What are the reasons for that?
5. Assess actual tool use if you can. Identify which are dominant and which are only used by smaller groups and individuals.

NOTE: Add new rows as needed below. Please know your search should be as exhaustive as possible given the area you are researching

Platform	UN Website		
Supported activities	Tools	Key features	Usage notes
Education, Learning	Articles, Research, Learning/Knowledge Growth,	The UN website allows you to learn about all of the proposed SDGs as well as what you can do to help out.	This website is easy to use, and gets the points of knowledge across very well. One can spend a lot of time on this website learning about the UN SDGs and what they can do to help.

Platform	Company Specific Groups/Platforms (Login Portals for example)		
Supported activities	Tools	Key features	Usage notes
Education, Learning, Communication, Collaboration, Projects, Connecting	Articles, Knowledgebases, Information Management Systems, Learning Videos, Communication Tools	These company platforms can vary but most allow for a lot of things for members to do. Speaking from	These kinds of systems are typically straightforward to use, requiring one kind of user ID and password for all



	(email, mobile), Project Management Systems	personal experience they can contain massive databases of learning and knowledge growth for members to utilize to better themselves, they also can provide daily/weekly updates regarding the community, allow for communication and collaboration and can be used for projects.	the features mentioned previously. Seeing as I'm choosing to cover a broad topic/community, these can vary drastically in how easy they are to use and what they can do but generally are a great way for members to know what's going on and to enhance their learning.
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Stand-alone tool	Gmail/Outlook/etc.		
Supported activities	Tool	Key features	Usage notes
Communication, Collaboration	Email, Messaging, Planning	Seeing as this is a broad community, most communicate through email, allowing for communication and collaboration between members as well as community planning on integrated calendars.	Email is a good way for mass communication and planning as they can be sent or forwarded to people with little effort.

Stand-alone tool	Mobile (Phone/Text)		
Supported activities	Tool	Key features	Usage notes
Communication, Collaboration	Messaging, Planning	Again covering a broad community, basic communication is a must for all. Using mobile phones you can call or text other members individually, have group chats and have a time log of it all.	Phones are a great resource as most people around the world have access to them, allowing for quick and easy communication for anything important.