

## 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	Platform type or name		
Supported activities	Tools	Key features	Usage notes
Award data management, content display	Custom post types, plugins	User-friendly, customizable	The primary platform for managing award information
Award location visualization	Interactive markers, layers	Lightweight, flexible	Displays awards on Saskatchewan's map
Award storage and retrieval	Structured award data (MySQL)	Secure, scalable	Stores award details and user interactions
Authentication & access control	Login system, profiles, WordPress User System	Secure user access	Enables different user roles (admins, contributors)
User engagement & alerts	Automated emails notifications	Real-time updates	Sends notifications for approvals and updates

Stand-alone tool	Tool type or name		
Supported activities	Tool	Key features	Usage notes
Award storage & tracking	Google Sheets	Collaboration, easy access	Used for initial award data collection before database integration
Code collaboration	GitHub	Repository management, versioning	Used for maintaining and updating website code
UI/UX & content creation	Canva	Graphic templates, easy editing	Used for creating banners, award category images
Data analytics & insights	Google Data Studio	Interactive reports, dashboards	Used for analyzing award trends and participation