Technology configuration inventory

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Date:	18th October 2023

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	Blogs / Webpages		
Supported activities	**Tools**	**Key features**	**Usage notes**
Offering info and instructions on tools that are already out there	Posts, comments, image and video imbedding	Likes, sharing	Very dispersed, wide variety of content

Platform	Research Papers		
Supported activities	**Tools**	**Key features**	**Usage notes**
Offering info and instructions on tools that are already out there	Sharing	Citations	Very dispersed, similar types of websites not much variety

Platform	Facebook Groups

Supported activities	Tools	Key features	Usage notes
Offering info and instructions on tools that are already out there	Posts, comments, image and video imbedding, group conversations, marketplace	Likes, sharing, tagging, reactions, reactions to comments	Several groups who are united under one purpose

Stand-alone tool	NGO Webpages		
Supported activities	**Tool**	**Key features**	**Usage notes**
Separated this into its own category because Non governmental organizations or charity organization often have static webpages which are different than blogs which are interactive and have more tools	Static webpage for information, form for contact		Usually just used to gather some basic info