

**THE ITA WEGMAN ASSOCIATION TECHNOLOGY PLAN AND STATUS REVIEW 2022 - 2023**

ELEMENT	STATUS / IDENTIFIED GAPS & OPPORTUNITIES	ACQUISITION		GOAL / PRIORITY	RESOURCES REQUIRED / HOW TO BE ACCOMPLISHED AND BY WHOM	MAINTENANCE / REPLACEMENT / PROGRESS MADE	TIMELINE / COMPLETION DATE
		YES	NO				
<b>HARDWARE</b>	1.Scheduled annual and then as needed checks of hardware and remote preventative maintenance. Includes ongoing technical support and server maintenance as needed.		X	1.Priority 1: Maintain contracted IT support Priority 2: Complete maintenance inspection on all admin computers.	1.Outside IT support hired to provide ongoing technical support and maintenance for all IWA computers to ensure all in working order.	1.Consistent support from 3-TEC as needed.	1.Monthly or as needed.
	2.Replace hardware (computers/monitors etc.) for IWA admin and Coworkers as needed.	X		2.Survey all Coworkers regarding hardware performance. Request Coworkers to inspect all computers, monitors, and accessories to determine needs.	2.Business Administrator to work with Facility Manager to identify hardware that needs to be added, or replaced. Determine needs on an annual basis (February).	2.Business Administrator to work with Facility Manager to identify hardware needs and procure hardware that needs to be replaced.	2.Initial inspection completed Feb 2022, next inspection Jan 2023.
	3.Ongoing server backups.		X	3.Continue working with 3-TEC to provide ongoing server back-up services	3.Business Administrator to maintain contract and work with 3-TEC on regular server back-up and maintenance.	3.Contract is established and supports delivered meet standards and contract agreement.	3.Monthly or as needed.
<b>SOFTWARE / PROGRAMMING</b>	1.Website host.		X	1.Priority 1: Continue contract with Yonder Moon for secure website hosting.	1.Business Administrator to review website hosting reports and work with contractors on any identified issues.	1.Contract is established and supports delivered meet standards and contract agreement.	1.Monthly or as needed.



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	2. Business Administrator and as required outside IT support hired to update software needs for admin.	X		2. Priority 1: Software needs for Coworker and admin needs reviewed and any corrective action required implemented.	2. Business Administrator and as required outside IT support inspect all admin computers software needs. Determine needs on an annual basis.	2. Business Administrator to work with Facility Manager to identify software needs and procure software that needs to be replaced.	2. Initial inspection completed Feb 2022, next inspection Jan 2023.
	3. Review remote administration cloud database and server.		X	3. Priority 2: Ensure remote administration cloud database and server.	3. Business Administrator and as required outside IT support review remote administration database on a quarterly basis.	3. Initial inspections completed. No needs identified.	3. Inspections on a regular basis (April, July, Oct, Jan.)

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		YES	NO				
<b>SOFTWARE / PROGRAMMING</b>	1. Online database and Companion ISP system.		X	1. Priority 1: All Coworkers utilizing the database software system.	1. Facility Manager trains Coworkers in the use of the database.	1. Training in process.	1. Training for current Coworkers is complete. Training for new Coworkers monthly or as needed.
<b>EMAIL</b>	1. Ensure all Coworkers have an assigned @glenorafarm email address and that address uses approved security and privacy statements.	X		1. Priority 2: All Coworkers utilizing secure @glenorafarm email address.	1. Business Administrator surveys Coworkers and works with IT contractor Yonder Moon to assign new email addresses / re-assign current email addresses	1. Survey of Coworkers and currently assigned email addresses.	1. Survey Completed January 2022, Updates as needed.



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<b>COMMUNICATION TECHNOLOGY</b>	1. Printers/ fax, landline phones, cell phones	X		1. Review communication technology needs across the organization.	1. Purchase communication technology as needed	1. Review and research being conducted.	1. Review and research completed by March 2022. Purchase made by July 2022
<b>SECURITY</b>	1. Passwords for all accounts need to be reviewed and confirmed  2.Perimeter firewall(s) required	X  X		1. Priority 1: All computer/account passwords reviewed and reconfigured as needed to ensure security.  2. Priority 2: Perimeter firewall(s) to be established and secured.	1. Business Administrator reviews and maintains all cryptic account passwords. Passwords have a password requirement of 1 upper, 1 lower, 1 number and to be at least 8 characters in length. Computer passwords created are strong. Admin assistant to maintain an up-to-date password list and store in a secure location.  2. All buildings and residences have a firewall in the router whether bought by IWA or supplied by Shaw.  Business Administrator to request contractor (3TEC) to inspect firewalls and ensure they are active and in standing order	1. All passwords need to be reviewed and meet security requirements.  2. All locations and service providers will be identified.	1. Reviews completed by July 2022. Any new passwords secured monthly or as needed  2. Inspection completed by May 2022



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		YES	NO				
<b>CONFIDENTIALITY / SENSITIVE DATA</b>	1. All information collected and documented held secure with back up and also in accordance with confidentiality, privacy and records management policies.		X	1. Priority 1: All operational, program, and Coworker information is collected in accordance with Association policies and provincial / federal regulations.	1. The Executive Group will review all documentation to ensure Coworkers are collecting and recording in accordance with policies and provincial / federal regulations.  The database administrator has the ability to access and review all accounts.  Business Administrator monitors the server to ensure all information and documents are held secure and in accordance with confidentiality and records management policies.	1. Reviews in progress. No issues or needs identified.	1. Reviews conducted January to July 2022.
<b>BACKUP POLICY AND PROCEDURES</b>	1. Review and test policies and procedures.		X	1. Priority 2: Review and test backup policies and procedures to determine effectiveness and accuracy.	1. Business Administrator to review all technology policies and procedures on a quarterly basis and ensure all protocols are followed and any concerns are addressed.	1. Review of policies/procedures to be completed July 2022 Testing to be completed Sept November 2022	1. Reviews completed July 2022 - Testing to be completed including identifying and addressing corrective action by November 2022
<b>ASSISTIVE TECHNOLOGY</b>	1. Connect with admin and residential program sites to determine any needs		X	1. Priority 3: Ensure any assistive technology required to support Coworker needs is available.	1. Business Administrator to complete bi-annual review re: any assistive technology required to support Coworker needs.	1. Reviews being completed - no current needs or recommendations indicated.	1. Monthly or as needed



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<b>SERVICES PURCHASED OF CONTRACTED</b>	1. IT support contract reviewed to ensure all IT oversight is being provided.		X	1. Priority 4: Review IT support contract to ensure all IT needs are met.	1. Business Administrator to review IT support contract and completeness of contracted services.	1. IT support contract to be reviewed.	1. February 2022 Then monthly or as needed.
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		YES	NO				
<b>DISASTER RECOVERY PREPAREDNESS</b>	1. Review and test disaster recovery planning efforts – Adhere to Association and Provincial regulations		X	1. Ensure disaster recovery protocols	1. Business Administrator conducts bi-annual review – evaluating all info is secure, accessible and in compliance with provincial regulations.	1. Reviews being completed - no needs or recommendations indicated.	1. March 2022 and then monthly or as needed.
<b>VIRUS PROTECTION</b>	1. Review and inspect virus protection status in all admin computers.		X	1. All computers / communication devices reviewed and inspected to ensure they have an operational virus protection programming working.	1. Business Administrator to review status on a quarterly basis and address concerns as identified.	1. In progress no needs identified.	1. March 2022 and then monthly or as needed.



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**ACHIEVEMENTS**

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**CHANGES**

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