

LTRR Technology Planning Timeline and Checklist

Get Ready Activities (in the weeks leading up to the event)

Get Ready Activities, completed in the weeks leading up to the event, broadly define what technology is used, what support is needed and the next steps that will need to be completed.

Complete	N/A	Task
<input type="checkbox"/>	<input type="checkbox"/>	Based on the activity you are planning, decide what technology you need. This will be influenced by the products of the activity (radio, photo essays, etc.), the number of participants and the vehicle chosen for publishing.
<input type="checkbox"/>	<input type="checkbox"/>	Decide what technology support staff will be needed (e.g., Is there one person who knows how everything works?).
<input type="checkbox"/>	<input type="checkbox"/>	Create an inventory of the equipment you have and will need for the activity (resolve any discrepancies by acquiring more or changing the activity).
<input type="checkbox"/>	<input type="checkbox"/>	Use the activity timeline to detail when and where <u>equipment</u> is needed.
<input type="checkbox"/>	<input type="checkbox"/>	Use the activity timeline to detail when technology <u>support</u> will be needed.
<input type="checkbox"/>	<input type="checkbox"/>	Use the activity timeline to create any <u>handouts</u> that will help participants' use of technology/equipment (e.g., downloading procedures, directory structure, etc.).
<input type="checkbox"/>	<input type="checkbox"/>	

Get Set Activities (just prior to event)

Get Set Activities are generally completed just before the start of the event (maybe one week in advance). The primary intent is to make sure the equipment is ready to use.

Complete	N/A	Task
<input type="checkbox"/>	<input type="checkbox"/>	Make sure the equipment inventory is complete and all equipment/technology is in place. Be sure to include access to software / workstations in the inventory.
<input type="checkbox"/>	<input type="checkbox"/>	Label the equipment and assign to teams and arrange for carrying cases. (We used both soft bags and Pelican cases.)
<input type="checkbox"/>	<input type="checkbox"/>	Delete and/or archive any existing files from storage media and GPS units.
<input type="checkbox"/>	<input type="checkbox"/>	Where possible, set up the equipment to default to the settings/formats you need. (E.g., some recorders and cameras allow you to set the file nomenclature to include a date as part of the file name.
<input type="checkbox"/>	<input type="checkbox"/>	Create logons/passwords on local computers based on teams and event (document for handout).
<input type="checkbox"/>	<input type="checkbox"/>	Create directory structures on local computers / external hard drives based on teams and event (document for handout).
<input type="checkbox"/>	<input type="checkbox"/>	Charge batteries for field equipment. Acquire extras for back-up.

Go Activities (during event)

Go Activities need to be completed during the event on a regular basis. The primary intent is to facilitate the efficient use of the equipment and technology and keep things running smoothly.

Complete	N/A	Task
<input type="checkbox"/>	<input type="checkbox"/>	Have each team save data to local computers daily and back-up to network or external storage media (hard drives).
<input type="checkbox"/>	<input type="checkbox"/>	Delete unused files from capture devices and portable storage media.
<input type="checkbox"/>	<input type="checkbox"/>	Delete unused files from local computers/network/external hard drives.
<input type="checkbox"/>	<input type="checkbox"/>	Charge batteries (or have replacements ready) at the end of each day.
<input type="checkbox"/>	<input type="checkbox"/>	Inventory equipment and storage media at the end of each day.

Rest Activities (after event)

Rest Activities are completed after the event, with the intent to help with data management and prepare the equipment for the next event.

Complete	N/A	Task
<input type="checkbox"/>	<input type="checkbox"/>	Delete all files from capture devices.
<input type="checkbox"/>	<input type="checkbox"/>	Delete all files from portable storage media.
<input type="checkbox"/>	<input type="checkbox"/>	Remove batteries from capture devices.
<input type="checkbox"/>	<input type="checkbox"/>	Archive multimedia data from the current session, then delete all files from team directories.
<input type="checkbox"/>	<input type="checkbox"/>	Inventory and store all equipment, storage media.