

TECHNOLOGY

Phase III: Preparing for Change



Activity: Technical Skills Inventory (Part Two)

Goals

1. Update your program's inventory of what technical skills are needed for technical staff, contributors, and users to develop, support, and maintain the platform
2. Identify new skills that your program will need to acquire or old skills that can be phased out as the program advances

Prerequisites

Technical Skills Part One, Catastrophizing (Tech) Part One, Catastrophizing (Tech) Part Two.

Who Should Participate?

Program management (tactical thinkers), Program staff (operational experience), Code contributors

Length

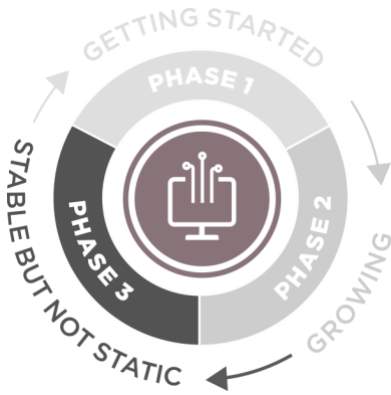
This activity does not need to be done as a group, it can be completed asynchronously/ collaboratively in a shared document.

Activity Instructions

1. Begin with the Technical Inventory created as a result of Tech Activity: Part One. If your program has not yet completed that Activity, follow the instructions to create a baseline Technical Skills Inventory.
2. Once the Skills Inventory for your existing platform is complete, update the Inventory based on the results of your Catastrophizing exercises. Note in the inventory if the skill is needed now or if one of the catastrophes happens.

Once complete, the inventory may be used for:

- Roadmap planning: ensuring that major deliverables on the roadmap are not all clustered around a certain skillset (and therefore a certain person)
- Roadmap planning: allowing time for professional development to acquire new skills or identify community members with desired skills
- Job descriptions: update job descriptions for existing or potential positions to include the new skills
- Community building: If users self-hosting is important to your program, the skills inventory can be used to compare skills required to install, upgrade, and maintain the software against skills that your end users have or have access to in their organizations



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Example Skills Inventory

Example roles (depending on tech stack, may need to qualify with frontend, backend, etc.)

Technical lead, Code contributor, System administrator (e.g. install, upgrade), End user, Migration specialist, Technical support for End user

Example skills (include specific tools in table, e.g. HTML for Web design or development)

Web design, Web development, Assistive technology, Database, Data warehousing, Data analysis, GIS, Platform/OS, Quality assurance/Testing, Reporting, Security, Server

Role	Required skill	Skill Level			Now or Later?
		Novice	Intermediate	Advanced	
<i>Developer: Front end</i>	<i>Angular/Typescript HTML Bootstrap SAAS/CSS</i>	X X	 X X		<i>Now</i>
<i>System administrator (install, upgrade)</i>	<i>Command line Package manager</i>		X X		<i>Catastrophe only</i>
<i>Report writer</i>	<i>SQL Crystal Reports</i>			X X	
...	...				

Examples in *blue italics*.