







# WHY

<p>How are things done <b>currently</b>?          Students work on documents using Microsoft Office on school computers. To work on files at home, they email the documents to themselves. Documents must be converted to older formats for most students. Collaboration is done by emailing documents.</p>	<p>How do you <b>want</b> things to be done?          Students should be encouraged to create, edit, and share documents using Google Docs. Every student would be given a Google Apps account when they enroll.</p>
<p>What is <b>wrong</b> with how things are done?</p> <ul style="list-style-type: none"> <li>• Students need MS Office at home to work on files</li> <li>• Conversion to older formats is hard</li> <li>• Students often have wrong version of file for collaborative projects</li> <li>• Network storage crashes, meaning students can't access documents to work on them</li> </ul>	<p>How will this change <b>fix</b> the current problems?</p> <ul style="list-style-type: none"> <li>• Students will not need any special software, just a web browser</li> <li>• No file conversions will be needed</li> <li>• A single copy of each project will be stored on a web server, which all group members work on</li> <li>• Storage is backed by Google's network expertise and backups</li> </ul>

Why is this an **important** change?  
 Word processing is critical to almost every class in school. Everything from short paragraphs to grad challenge papers are done with documents. The network storage failures inconvenience many students, causing them to lose critical time and turn in papers late. Collaboration is hard because group members need to sync changes.

# HOW

<p><b>How</b> can this change be accomplished?</p> <ol style="list-style-type: none"> <li>1. Roll out a beta test to selected students.</li> <li>2. Convince key decision makers of the need for change.</li> <li>3. Present at a board meeting and secure vote of confidence.</li> <li>4. Work with techies to set up Google Apps</li> <li>5. Train students and teachers</li> </ol>	<p>What <b>obstacles</b> are there to this change?</p> <ul style="list-style-type: none"> <li>• fear of new technologies/web 2.0</li> <li>• ignorance of need for change</li> <li>• reluctance of support from techies</li> <li>• filtering/access/privacy issues</li> </ul>				
<table border="1"> <tr> <td data-bbox="186 1476 256 1539">  </td> <td data-bbox="256 1476 760 1539">savings of 1,000+ dollars</td> </tr> <tr> <td data-bbox="186 1539 256 1608">  </td> <td data-bbox="256 1539 760 1608">25 hours</td> </tr> </table>		savings of 1,000+ dollars		25 hours	<p>What <b>problems</b> might be in the changed system?</p> <p>Students without internet access can't access documents          Admins could lose some control over content</p>
	savings of 1,000+ dollars				
	25 hours				

What will **opponents** of this change have to say against it?

We cannot trust an external company with student data.  
 We will not be able to control students access.  
 Students won't have access.  
 The service could go down, causing data loss.