

TECHNOLOGY Goal 10.1

METROPOLIS WEBSITE

- a) Within 6 months we will complete a comprehensive analysis of the Metropolis and its ministries website and online needs; and
- b) Within 6 months thereafter we will redesign and implement a new website and APPS for the Metropolis and its ministries.

TECHNOLOGY GOAL 10.1 ACTION PLAN			
<u>Specific Key Actions Necessary To Achieve Technology Goal 10.1</u>	<u>Who Must Do Each Action</u>	<u>Timetable: How Many Months or Days To Finish Action From Previous Action</u>	<u>How Will We Know When This Action Has Been Completed</u>
1. Recruit a Technology Goal 1 Task Force (“TTF1”), to include individuals with web experience from the Metropolis, Parishes and Archdiocese	Technology Strategic Planning Task Force and the Goal Captain	1 month after Start Date	TTF1 members agree to serve
2. Review and analyze websites of other Metropolises, Archdiocese, OCN, Philoptochos, Diakonia Retreat Center, and other non-Orthodox and Orthodox religious websites and commercial websites that are deemed to be most effective and write analysis report (“ Web Analysis Report ”) of Metropolis needs, likes, dislikes, “must haves,” “like to haves” and “do not want” characteristics for consideration for the Metropolis website	TTF1	2 month after step 1	Detailed Web Analysis Report of desired and undesirable characteristics completed
3. Identify resources from within Metropolis and Archdiocese to assist as webmaster on a voluntary basis with website design and implementation, as well as possible external consultants within budget established by Metropolis	TTF1, Metropolitan, Chancellor and Metropolis Council	Simultaneously with step 2 (i.e., 2 months after step 1)	Website candidates identified
4. Recruit (volunteer, Archdiocese or retained) “ Webmaster ” to complete website design and implementation	TTF1	1 month after step 3	Webmaster agrees to serve
5. Based on Web Analysis Report completed in step 2, complete the design and roll out of the new Metropolis website	TTF1 and Webmaster	2 months after step 4	Website Design completed
6. Test the new website and make appropriate adjustments	TTF1 and Webmaster	1 month after step 5	Website tested and adjustments made
7. Make arrangements for continued maintenance and support of the new Metropolis website with Webmaster	TTF1 and Webmaster	1 month after step 5	Maintenance plan completed
8. Develop a system for the various Metropolis departments and ministries and Parishes to regularly provide information and content to Webmaster	TTF1 and Webmaster	2 months after step 6	Web information submission announced and implemented

TECHNOLOGY GOAL 10.1 ACTION PLAN			
<u>Specific Key Actions Necessary To Achieve Technology Goal 10.1</u>	<u>Who Must Do Each Action</u>	<u>Timetable: How Many Months or Days To Finish Action From Previous Action</u>	<u>How Will We Know When This Action Has Been Completed</u>
9. Develop and implement a process to monitor continued effectiveness and improvement of the new website	TTF1 and consultant	Beginning 2 months after step 8 and ongoing thereafter	Continued effectiveness and improvement process developed and announced



TECHNOLOGY Goal 10.2

SOCIAL MEDIA MINISTRY

- a) Within 12 months, we will develop and implement a *Social Media Ministry* that will include resources, a best practices center and policies; and
- b) Within 12 months thereafter, we will complete training for Clergy and Parish leaders throughout the Metropolis regarding this *Social Media Ministry*.

TECHNOLOGY GOAL 10.2 ACTION PLAN			
Specific Key Actions Necessary To Achieve Technology Goal 10.2	Who Must Do Each Action	Timetable: How Many Months or Days To Finish Action From Previous Action	How Will We Know When This Action Has Been Completed
1. Recruit a Technology Goal 2 Task Force (“TTF2”), including parishioners and Clergy that are active in youth activities and are familiar with online and social media	Technology Strategic Planning Task Force and the Goal Captain	1 month after Start Date	TTF2 members agree to serve
2. Analyze, and prepare written report of, current state of social media (Facebook, Google+, Twitter, Pinterest, Tumblr, successful Parishes, etc.) for what is working and identify best practices	TTF2	3 months after step 1	Consensus report completed of most effective social media platforms
3. Establish a Metropolis social media guideline and policies handbook (“Handbook”) and Metropolis accounts (Twitter, Facebook, etc.) and post on Metropolis Website	TTF2 and Metropolis Webmaster	Simultaneously with step 2 (i.e., 3 months after Start Date)	Handbook prepared, posted on Metropolis Website and shared with Parishes and Clergy
4. Research available resources and add to Handbook a “How to protect your privacy online” guidebook, teaching our youth and parishioners about online privacy and protection	TTF2 and Metropolis Webmaster	6 months after Start Date	Handbook updated with protection information and processes
5. Identify Metropolis-sanctioned social network speakers to teach appropriate guidelines and information in Handbook and provide training on Handbook and related content	TTF2, Metropolitan, Chancellor, and Metropolis Youth Coordinator	3 months after step 4	Speakers agree to serve and are trained
6. Establish a process of monitoring Metropolis social media accounts and monitor compliance with Metropolis standards	Metropolis Webmaster and TTF2	1 months after step 4	Process finalized and announced
7. Monitor use of social media by youth and parishioners and compile analysis	Metropolis Webmaster and TTF2	Continuously and Quarterly	Report compiled and published, results used to enhance social media ministry
8. Determine infrastructure needed to hold youth “Google Hangouts” or similar online video-based, interactive meetings (“On-line Events”) series where youth are invited to participate no matter the location of their Parish	TTF2, Webmaster, YTF4 and Metropolis Youth Coordinator	6 months after Start Date	Delivery of document outlining On-line Event infrastructure (hardware and software) required and procedures

TECHNOLOGY GOAL 10.2 ACTION PLAN

Specific Key Actions Necessary To Achieve Technology Goal 10.2	Who Must Do Each Action	Timetable: How Many Months or Days To Finish Action From Previous Action	How Will We Know When This Action Has Been Completed
9. Identify and recruit (in conjunction with Youth Task Forces) at least 1 youth leader and 1 lay person or Clergy from each Parish (" Parish Representatives ") to become active on Metropolis social media and address issues affecting our Youth and how they relate to our Orthodox faith	TTF2 and YTF4, Metropolis Youth Coordinator, and Metropolis Clergy	8 months after Start Date	At least 1 youth leader and 1 lay person or Clergy Parish Representative from each Parish agrees to become active Metropolis social media
10. Select a topic and recruit speaker for first 2 On-line Events on issues that affect our Youth and how they relate to our Orthodox	TTF2 and Metropolis Youth Coordinator	9 months after Start Date	Topic and speaker identified for first 2 events
11. Recruit youth groups across the Metropolis to participate in initial On-line Events and calendar similar events for next 3 quarters that are published and promoted	TTF2, Metropolis Youth Coordinator, Vicars, Parish Clergy, Parish Youth Directors, Parish Representatives	2 months after step 10	At least 4 youth groups agree to participate in 1st On-Line Event
12. Hold 1st Metropolis Youth On-line Event	TTF2, Metropolis and Parish Youth Directors and Parish Representatives	2 months after step 11	Initial pilot On-line Event is held
13. Create On-line Event evaluation form for immediate review evaluating the topic and speakers as to their engagement, interest and effectiveness	TTF2	Deploy simultaneously with step 12	Evaluation Form distributed and analyzed
14. Conduct 2nd Metropolis Youth On-line Event	TTF2, Metropolis and Parish Youth Directors and Parish Representatives	2 months after step 12	Second pilot On-line Event is held
15. After first 2 On-line Events, meet and gauge the success of the initial pilots and areas for improvement and modify for subsequent On-line Events	TTF2, Metropolis Youth Coordinator, Parish Representatives and Parish youth directors	1 month after step 14	Meeting held to On-line Event program modified accordingly

TECHNOLOGY Goal 10.3

BEST PRACTICES METROPOLIS RESOURCE CENTER PORTAL

- a) Within 6 months we will develop and implement a web-based *Best Practices Metropolis Resource Center Portal* to deliver Metropolis Task Force programs and materials; and
- b) Within 24 months, we will develop and implement a comprehensive strategy for the full and effective use of available tools, technologies, and resources in our Parishes and Metropolis.

TECHNOLOGY GOAL 10.3A ACTION PLAN			
Specific Key Actions Necessary To Achieve Technology Goal 10.3a	Who Must Do Each Action	Timetable: How Many Months or Days To Finish Action From Previous Action	How Will We Know When This Action Has Been Completed
1. Recruit a Technology Goal 3 task force ("TTF3")	Technology Strategic Planning Task Force and the Goal Captain	1 month after Start Date	TTF3 members agree to serve
2. Ascertain from each of the Strategic Plan Task Forces the kind of content they will submit to the Metropolis Resource Center Portal ("Portal") and any unique requirements or needs and any additional technologies that might be required to meet Task Force needs	TTF3	1 month after step 1	Have the responses from every Strategic Plan Task Force
3. Finalize partnership with infrastructure provider ("Partner") for the Portal	TTF3	1 month after step 2	Partnership agreed upon
4. Finalize the technology architecture and the look and feel and functioning of the Portal	TTF3 and Partner	1 month after step 3	Technology architecture finalized
5. Determine and test the process by which Task Force content will be loaded to the Portal and security protocols and test process	TTF3, Partner and one of the other Task Forces	1 month after step 4	Loading process is determined and tested
6. Continue to upload Task Force content to Portal and continue to measure, manage and improve the utilization and performance of the Portal	TTF3 and Partner	Continuous	Portal consistently exceed expectations and meets need based on evaluation
Technology Goal 10.3b Action Plan			
7. Create a survey to send to the Parishes of the Metropolis of Atlanta to collect information about the current use of IT systems and recruit more Parish members for this TTF3 sub-committee	TTF3	2 months after step 1	Survey is completed and approved by the TTF3
8. Send survey to Parishes, collect and analyze information	TTF3 (with additional parish committee members)	3 months after step 7	Survey information is collected and analyzed

Specific Key Actions Necessary To Achieve Technology Goal 10.3a	Who Must Do Each Action	Timetable: How Many Months or Days To Finish Action From Previous Action	How Will We Know When This Action Has Been Completed
9. Discuss all aspects of IT systems for a Parish and Metropolis operation and develop written report regarding critical operations and what are the IT system solutions (“IT Plan”)	TTF3, additional Parish committee members and representatives of Archdiocese IT department	3 months after step 8	IT Plan developed and finalized
10. Document a list of the critical operations such as finance, member communication, newsletter to members, website and social media etc. and list recommended solutions on all aspects of Parish operations and their cost	TTF3	2 months after step 9	Document is created
11. Distribute Document and educate Parishes and help them implement such IT and technology solutions	TTF3	Beginning 1 month after step 10 and ongoing	First distribution is made and the continuous (particularly as technology changes)

