



**Technology Resource Readiness Checklist for KIPBS Modules**

Necessary Resources	In Place	Not in Place	Not Applicable
Technology support person is available for online assistance as needed			
Trainer identified to answer reflective activities and assessment questions from the modules			
Timeline and mentoring plans for using equipment are established			
<p>Adequate number of computers with sufficient hardware for each trainee taking the training</p> <p>To navigate the KIPBS modules, trainees will need a computer with:</p> <ul style="list-style-type: none"> <li>• A Pentium I Processor</li> <li>• At least 16 MB Ram</li> <li>• An Internet connection (Internet Explorer 6 or Netscape 6 or higher)</li> </ul>			
<p>Adequate number of computers with sufficient software for each trainee taking the training</p> <p>Software required for the training:</p> <ul style="list-style-type: none"> <li>• A presentation program (e.g., PowerPoint™)</li> <li>• Microsoft Excel™ for graphing</li> <li>• QuickTime or Windows Media Player to run the supplemental CD or view the video clips online</li> <li>• A word-processing program (e.g., Word or WordPerfect)</li> </ul>			
<p>Local computer lab access for one introductory group training to introduce modules</p> <ul style="list-style-type: none"> <li>• Agency office</li> <li>• A local university</li> <li>• A local library</li> <li>• A local organization</li> </ul>			

computer labs are available when needed			
Printed copies of the KIPBS Computer Manual (available on the website)			
Hard copies of the staff development materials are printed for training purposes			
Exemplary answers to reflective questions and assessment items are obtained from KIPBS (email Pat Kimbrough at patk@ku.edu )			
Test to obtain KIPBS Video clips conducted online and CD's obtained if video is not accessible via the internet			

**Additional Actions Needed Before Training Begins:**

Action	Person Responsible	Date

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Freeman, R., Kimbrough, P., Smith, C., Zarcone, J., Tieghi Benet, M. (2004). *Technology resource readiness checklist for KIPBS modules*. University of Kansas. Lawrence, KS.