# **Technology map**

|  |  |  |  |
| --- | --- | --- | --- |
| What your group must do | University systems? | Personal systems/apps? | Things to think about |
| Keep in touch |  |  | Which system will everyone use regularly? |
| Generate ideas |  |  | Is everyone used to this kind of software? |
| Plan and schedule |  |  | Which app is easiest to use and share? |
| Research information |  |  | Which tools work best for your subject area? |
| Storing and editing documents |  |  | What do you need to keep long-term after the project – which system is best for this? |
| Meeting |  |  | Which system is most accessible and reliable in your context? |
| Producing visual aids |  |  | Which form of presentation is best for your key messages? |
| Assembling your final presentation |  |  | What will you have to produce for assessment? |

*An exercise to try*

Prepare a version of the table above which includes only the software that you have available to you.

Include both the University systems and the personal software you have access to.

Delete the heading and our questions from the third column and use it instead to list what you decided to use in the end and the main reasons for your decision.

If you have to do a report as part of your assessment then you could include this table to demonstrate the quality of your background work and preparation.