SproutCNP

Technology Readiness Checklist

A self-assessment for school nutrition programs evaluating new technology

New technology can change how your program runs day-to-day, but only if it fits your team, your systems, and your goals. Use this checklist to take stock of where your program stands before you evaluate vendors or request demos.

There's no perfect score. The goal is simply to walk into any technology decision with clarity on what you already have, what you need, and what to prioritize first.

STAFF & SKILL READINESS

- ☐ We know the general digital comfort level of our staff across all sites.
- ☐ We've identified how much training staff will need on basic technology skills before learning a new system.
- ☐ We know how much time staff can realistically dedicate to training without disrupting meal service.
- ☐ We understand how staff turnover in our department might affect long-term adoption of new technology.

LEADERSHIP & IT SUPPORT

- ☐ We have (or can identify) a staff member who can serve as a point person for technology questions and troubleshooting.
- ☐ We have a collaborative working relationship with our district's IT department.
- ☐ We know who to contact for network, device, or data security support.

SYSTEMS & DOCUMENTATION

- ☐ Our budget, standard operating procedures, food production records, and inventory practices are up to date.
- ☐ We have a plan for where and how digital records and data will be backed up and how long they will be stored.
- ☐ We understand which of our current systems, if any, would need to integrate with new technology.
- ☐ We understand how new technologies would support and align with USDA, state, and district requirements.

DISTRICT INFRASTRUCTURE

- ☐ We know our Wi-Fi and network capacity at each site.
- ☐ We know what devices are currently supported (and allowed) by our district.
- ☐ We understand our district's data security and privacy requirements.

STAKEHOLDER NEEDS

- ☐ We've considered what parents and guardians need from any new system (e.g., payments, applications, menu access).
- ☐ We've considered what students need (e.g., point-of-sale, mobile apps, digital signage, vending).
- ☐ We've considered what teachers and district administrators need (e.g., reporting, pre-ordering, participation tracking).

PROGRAM SIZE &COMPLEXITY

- ☐ We understand how our number of sites, staffing model, and service types (e.g., credit card payment, line service, grab-and-go, vending, virtual learning) affect what technology will work for us.
- ☐ We've thought about whether a high-support, ready-made platform or a more flexible, scalable system best fits our program's size.

WHAT TO DO WITH YOUR ANSWERS

If you checked most boxes with confidence, your program is in a powerful position to evaluate vendors and request demos. If you found some gaps, that's valuable information, too. It tells you exactly where to focus before you invest in new technology. Either way, you don't have to figure it out alone.

Already looking for tools built for school nutrition? We have them!

SproutCNP's Online Training & Tracker Membership includes ready-to-use tools built specifically for school nutrition operations, with no separate database or IT project required: Work Schedule, Staffing Calculator, Forecasting & Ordering, Inventory Calculator, Breakfast and Lunch Revenue Calculator, and Grain Calculator.

Contact us at Info@SproutCNP.com to set up a meeting to discuss your needs.