



- **Intelligent Planning**
 - Ensure that your tech plan supports and enhances your organization's mission
- **Technology Planning**
 - Facilitate overall needs assessment
 - Set technology objectives
 - Conduct facilities assessment
 - Review existing plans
 - Develop phasing plan
 - Establish hardware and software requirements
 - Assess vendors
- **Internet & Intranet**
 - Install and support
 - Domain name service
 - Routers
 - Firewalls
 - Web server
 - Mail services
 - Configure user workstations
- **File Servers**
 - Install and support file servers
 - Windows NT/2000/2003, Linux, Macintosh, Novell
- **Local Area Networks (LAN)**
 - Segment large networks
 - Design & configure on-campus routing
 - Troubleshoot existing networks
 - Plan for growth
 - Assess hardware, software vendors
 - Design and support wireless networks
- **Wide Area Networks (WAN)**
 - Support off-site connectivity
 - Troubleshoot existing networks
 - Review WAN design
 - Assess vendors
- **Remote Access**
 - Plan for off-site access to on-site services (e.g. e-mail) by remote and mobile users
 - Implement off-site access

- **Intelligent Planning**
 - Ensure that tools & processes enhance **both** your organization's mission **and** users' workflow
- **Technology Planning**
 - Assess productivity tool needs
 - Establish software requirements
 - Assess vendors
- **Mission-Specific Software**
 - Assess organization needs
 - Review available vendors
 - Evaluate off-the-shelf vs. custom solutions
 - Manage implementation and roll out
 - Provide on-going support
- **User Workstation Setup**
 - Install & configure user computers with selected software (e.g. MS Office, E-mail, Mission specific software)
 - Document standard user configurations for easy maintenance and replication
- **FileMaker Pro™ Databases**
 - Database design and implementation
 - Database web access
 - User Training
 - Provide full documentation
 - Assist with deployment and training of 3rd party solutions
- **Web Sites**
 - Assess Internet and Intranet web site needs
 - Analyze current web site
 - Web site design
 - Web site development and maintenance

"Nevermind Harry Potter. The next movie will be Harris Meyers and the Mystery Machines!"

"Sharon was exactly the right person to help us get our database project moving again. Our previous consultant just wasn't delivering."

- **Intelligent Planning**
 - Ensure that training and curriculum solutions support and enhance your organization's mission
- **Training Readiness**
 - Assess overall training needs in several areas, such as:
 - Basic troubleshooting
 - Basic network use
 - Using Personal Productivity tools effectively for the job
 - Evaluate ready-to-go vs. custom solutions
 - Evaluate user learning styles for most effective training
 - Develop skill assessment instruments
 - Develop an arsenal of training alternatives to meet an array of agency and individual needs
- **Training Plan**
 - Identify and document an arsenal of training alternatives to meet an array of agency and individual needs
 - Develop curricula for specific training needs to be delivered by a staff member
- **Training & Documentation**
 - Design and deliver customized training to meet your needs
 - One-on-one
 - Small group
 - Large group
 - Provide copies of training materials
 - Provide documentation of site-specific procedures, tasks, and usages
- **Train the Trainer**
 - Work with you to achieve training self-sufficiency
 - Identify peer mentors
 - Identify in-house experts in specific areas
 - Identify potential experts in specific areas
 - Train in-house personnel in both content and delivery
 - Provide on-going support as needed

Q ◊ *Can you state with confidence that your technology fully supports your agency's mission?*

- A** ◊ a) No!
◊ b) I don't know.
◊ c) Maybe.
◊ d) I think so, but we could probably do better.

Is your technology driving what you do rather than what you do driving your technology decision making?

At **NPC CONSULTING** we have a long history of working with organizations to assess technology needs and growth in light of their mission, goals, and funding realities.

Q ◊ *Are you getting the most out of your technology dollars?*

- A** ◊ a) No!
◊ b) Maybe.
◊ c) I think so, but we could do more
◊ d) So far, but we need to grow and update.

3 elements give you a sound technology base...

- **Intelligent Networking**
- **Multi-tiered Productivity**
- **Goal-Oriented Curriculum & Training**

At **NPC CONSULTING** we are committed to helping nonprofit organizations and K-12 schools **maximize** their technology investments by achieving a balance of these elements.

HARRIS MEYERS — Harris founded NPC consulting in 1995, to provide consulting services to non-profits and K-12 educational institutions in the areas of network and infrastructure design, deployment, configuration, and user training. He was an organizational player for Smart Valley's NetDay while at Intel, and was an active volunteer in all Smart Valley NetDay and PC-Day projects. Since its inception in 1998, he has been a key participant in the Wired For Good initiative of Center for Excellence in Non-Profits, as both a workshop presenter (network design, network services, technology planning) and technology plan reviewer for certification. He currently serves on the board of Hospice of the Valley

Prior to starting NPC Consulting, Harris' 25 years in the computer industry covers a wide range of experience, including engineering management, project management, application and operating system development, network design, network implementation and support,

SHARON MEYERS — Sharon joined NPC in 1998 to provide services in needs analysis, technology planning, and staff development, plus FileMaker Pro database and web site analysis and design services. Since its inception in 1998, she has been a key participant in the Wired For Good initiative of Center for Excellence in Non-Profits, as both a presenter (business process analysis and planning, project management, technology training, and technology budgeting) and tech plan reviewer. She is a past-president of iCUE Silicon Valley.

Prior to joining NPC, Sharon's 25 years of industry experience include engineering management, application development, software quality assurance, and training. Culminating Sharon's industry experience was her tenure as VP Engineering for a small startup. In 1993 she earned a Master's degree in Instructional Technology, and worked for five years as Director of Technology, head of technology curriculum development, and computer science instructor at The Harker School.

NPC
CONSULTING

INTELLIGENT NETWORKING
MULTI-TIERED PRODUCTIVITY
GOAL-ORIENTED
CURRICULUM & TRAINING

NPC CONSULTING
861 Morse St., San Jose, CA 95126-1717
Phone: 408-260-2742, FAX: 408-241-9013
E-Mail: info-request@npcconsult.com
www.npcconsult.com