



TechSoup's Nonprofit Tech Planning Worksheet

Adapted from TechSoup's Tech Beginner's Guide: <http://www.techsoup.org/hsc>

Today's Date:	/ /
Date Range Planning For:	/ / - / /
Microsoft Anniversary Date at TechSoup:	/ /

Category	Software (Click to view TechSoup's donated offering or outside website)	Current Quantity of Licenses	Quantity of Licenses Needed	Priority (High / Med / Low)
Office Productivity	Microsoft Office 2007 Microsoft Office 2003 Other:			
Email Client	Microsoft Outlook 2007 Mozilla Thunderbird Other:			
Server Software	Microsoft Small Business Server 2008 Standard Edition Microsoft Office Communications Server 2007 Standard Edition Other:			
Web Page Design	Microsoft Expression Web 2 Adobe Dreamweaver Other:			
Database	Microsoft Access 2007 FileMaker Pro Other:			
Security (AntiVirus, etc.)	Norton AntiVirus 2009 Norton Internet Security 2009 Norton 360 2.0 Other:			
Backup	Norton Save & Restore 2.0 Other:			
Accounting	Microsoft Accounting Professional 2008 Intuit QuickBooks Other:			
Desktop Publishing	Microsoft Publisher 2007 Other:			
Project-Team Management	Microsoft Project Professional 2007 Microsoft Visio Professional 2007 Other:			
Web Browsers	Microsoft Internet Explorer Mozilla Firefox Other:			