TekAdvocates
Info Management Planning Instructions

Budget

Use the "budget" section to define up front what you are willing to spend on the solution you will choose for supporting the way your information will be stored and shared. Be realistic. This form isn't meant as an aid for a sales person to how much is available for the taking. It is a tool to help keep spending reasonable. This is not meant to be a total cost of ownership calculation that includes existing devices or services, but a figure for the financial tolerance to implement the plan.

Column	Instructions
Target	Determine the optimal amount your willing to spend to protect your information. How much did you spend on that phone, "Smart" TV, or other gadget that is exposing your information?
Max	The max is your top limit your willing to spend even as you discover new features and add-ons that look to be interesting.

Row	Instructions
Annual Expenditure	The amount you can/will spend on a recurring annual basis to keep your information under your control. This would cover domain and hosting fees. Also consider email fees if you choose to use a paid service and encryption provisioning should you wish to heighten security in that way.
Monthly Expenditure	These are recurring monthly costs you might be willing to take on light upgrading your data plan with your Internet Service Provider.
Initial Expenditure	The "Initial Expenditure" is the amount of money your willing/able to spend to set everything up, including new resources like a dedicated computer or PDC if you want to take things to that level. Keep in mind that some things, like domain and hosting costs, are advertised at monthly rates, but are often billed out annually. Your first annual payments should be considered as initial expenditures.

Goals

The "Goals" section is a tool to help limit your costs by defining what it is your trying to accomplish before going out and shopping for a solution, rather than trying to implement everything that looks good. Costs can be thought of in terms of time and money. The best approach is to build a minimal base of functionality from which to build.

Column/Section	Instructions
Accessible by:	Defines who should have access to stored information. Place an "x" in the appropriate column for each row.
Household	Place an "x" in this field if information is to be available only to persons making up the household. Good fr storing and keeping personal information handy.
Group	Place an "x" in this field if information is to be available to persons making up the household, and others you specify/approve, with different information being available to different people. Good for sharing info with friends and family.

Everyone	Place an "x" in this field if information is meant to be public knowledge with unrestricted access. Good for marketing sites or for posting articles and weBLogs.
From Where:	Defines from where data is to be accessible by the intended recipients. The term "household" is synonymous with "local LAN" in cases where organizations are filling out this plan.
Household	From within the household only. No external access.
Anywhere	From outside the home across the Internet. How securely information is accessed in this way is defined by the "Accessible by" section.
When:	An "x" in a row in this section indicates a relative timeframe for when a feature should be added. Using a date in the row instead provides more exacting deadlines.
Immediate	A primary goal that should be functioning as success criteria for setting things up.
Soon	Something being planned for, but not taken on quite yet.
Sometime	Something nice to have sometime down the road.
No Plan	No interest. Not planning on doing this at all.

Row	Instructions
Access to files/data server	Ability to access information stored on one computer from many devices
File cloud services	Ability to have files stored identically on many devices and kept synchronized by a central computer.
Play purchased music	Access to purchased music stored on one device and playable on other devices.
Photo galleries	The storing, organizing and presenting of photos in a way accessible by many devices.
Video galleries	The storing, organizing and presenting of video in a way accessible by many devices.
Sending short messages	Ability to convey a short message of minimal length that is sent to the recipients device to convey a brief thought.
Sharing short stories	Ability to post short stories, possibly including photos, of moderate length to possibly describe an event or the photo itself that is maintained on your device. Think "weBLog."
Sharing lengthy stories	Long text narratives, possibly including photos, to convey topical information. That is maintained on your device. Think "articles."

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Sending newsletters	Text narratives sent outward to recipient devices whose owners have registered to receive the information at some expected interval.
Interactive chat sessions	Short messages intended to be sent in rapid succession as if carrying on a conversation with one or more persons as a group.
Private email	Processing and storage of emails on locally owned, or trusted, secure remote server.
Host a web site	Creation of a permanent on-line presence to be visited on the timetable of others interested in the content.