



# Using ICT to advance your mission and vision

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# ICT

*The term information and communications technology (ICT) is generally accepted to mean all technologies that, combined, allow people and organisations to interact in the digital world.*

# People Hate Slimy Dogs In Poland

- People
- Hardware
- Software
- Data
- Information
- Procedures

# People

- **People: Data is entered by humans, for example a keyboard**
- How are you training your team members / staff / volunteers / board to input that data correctly?
- Are your funders / audience understanding your message clearly to give you the correct data?

# Hardware

- **Hardware: physical components**
- Are you treating your hardware correctly?
- Hardware housekeeping - what is it?

# Software

- **Software: the name given to computer programs**
- Are you using outdated software?
- Have you assessed the security risks of unprotected software?

# Data

- **Data: Raw facts and figures**
- Have you created an environment to collect data while you sleep?
- Do you understand which data matters the most to your organisation?

# Information

- **Information: Data that is converted to give it a meaning**
- How much time are you spending analyzing collected data?
- Are you collaborating with others to share data?



# Procedures

- **Procedures: a series of actions conducted in a certain order to make sure the system runs smoothly**
- What is your strategy?
- How often are you updating it?