



# Infrastructure Planning Guide for Educational Leaders

What to Evaluate Before Funding Cycles  
Lock in Your Operation



# Why This Matters

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Infrastructure decisions in education are often made years in advance, with limited flexibility once funding is allocated and contracts are in place.

At the same time, print, scanning, and records workflows are rarely included early enough in that planning process, even though they directly impact day-to-day operations across every campus.

The result: *operational gaps aren't just created, they're locked in.*



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# What to Evaluate Before Funding Cycles

Before budgets are finalized, districts should evaluate how operational systems will function at scale, not just at an individual campus level.

## 1. Operational Consistency Across Campuses

- Are workflows standardized across schools or dependent on local processes?
- Do users have consistent experiences regardless of campus?
- Are service levels predictable or variable?

### Why it matters:

Inconsistencies multiply quickly across campuses, creating inefficiencies that impact IT, administration, and staff productivity.

## 2. IT Resource Allocation

- What percentage of IT time is tied to print, scanning, or document workflows?
- How much time is spent on reactive vs. strategic work?
- Are teams being pulled into routine support tasks that could be reduced?

### Why it matters:

IT teams are already stretched thin, and operational inefficiencies quietly consume time that should be focused on higher-value initiatives.

### 3. Workflow Efficiency (Print + Records)

- Are key processes manual, duplicated, or inconsistent?
- How are records handled across departments and campuses?
- Where do delays or bottlenecks occur?

#### Why it matters:

Manual processes and fragmented workflows increase administrative burden and create compliance and accuracy risks.

### 4. Device Strategy and Flexibility

- Are device decisions aligned to long-term operational needs or short-term fixes?
- How many device types and vendors are currently in use?
- Will future changes be limited by current procurement decisions?

#### Why it matters:

Procurement rules and contracts limit flexibility once decisions are made, making future adjustments more difficult.



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## Where Operational Gaps Typically Exist

Most districts don't struggle with one major issue. The challenge is the accumulation of smaller gaps.

### Common Areas to Evaluate:

- Inconsistent devices across campuses
- Different service expectations or response times
- Manual document routing and approvals
- Lack of centralized visibility into print usage and support
- Reactive support models instead of proactive planning

### Insight:

These gaps scale across campuses, increasing workload, reducing efficiency, and making it harder to maintain consistency.



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## How Print Connects to Broader Infrastructure

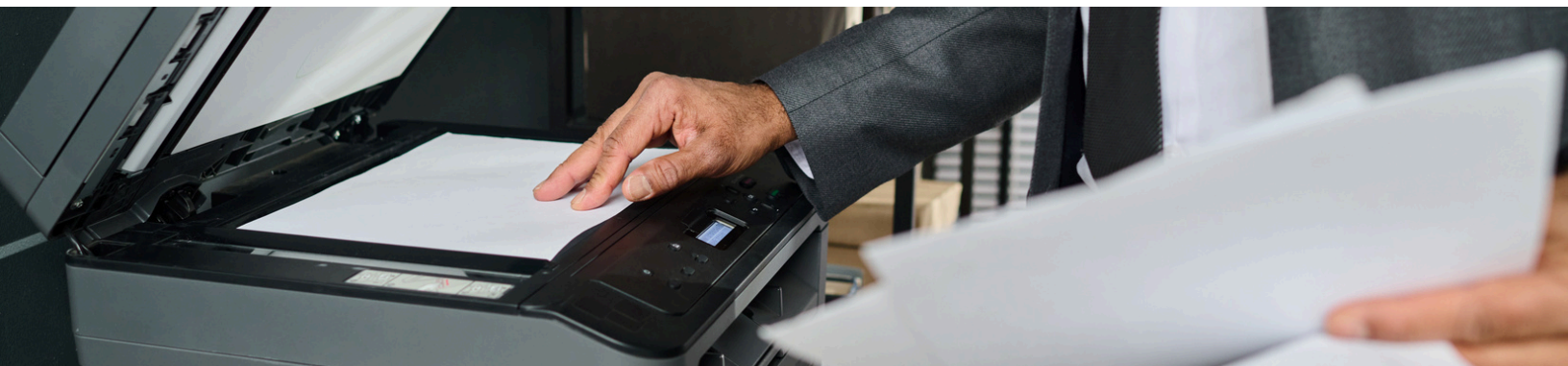
Print and document workflows are often treated as a separate function. In reality, they sit at the center of daily operations.

### Print Impacts:

- **IT workload** - High volumes of tickets tied to device issues, connectivity, and support
- **Administrative efficiency** - Records, approvals, and workflows tied to document handling
- **User experience** - Staff and faculty rely on consistent, predictable access to print and scan
- **Compliance and records management** - Especially in student records, HR, and financial documentation

### Key Consideration:

Print is not just a device decision. It is part of your operational infrastructure and should be planned alongside broader technology investments.



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## The Risk of Waiting Too Long

When print and workflow strategy are addressed after infrastructure plans are underway:

- Contracts are already fixed
- Procurement limits available options
- Operational gaps are harder to correct
- Costs increase over time

### Bottom line:

Late decisions lead to long-term inefficiencies that are difficult to unwind.



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## Key Questions to Guide Planning

Use these questions to pressure-test your current approach:

- Are we designing for consistency across every campus, not just individual locations?
- Do we understand how much IT time is tied to print and workflows?
- Where are manual processes still driving inefficiency?
- Are we making device decisions that limit flexibility later?
- Have we aligned print strategy with our broader infrastructure timeline?

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**Operational consistency doesn't happen by default, it requires intentional planning before key decisions are finalized.**

[I Want to Plan Ahead Before Decisions are Finalized](#)