**INSTRUCTIONS:** If completing this form electronically, please replace the italicized text in each cell with the appropriate text. Please contact your Administrative IT Committee representative if you need assistance in defining your request or estimating the costs.

Is this an  initial submission or  repeat submission?

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| **Request Information** | **Title:** *Title of request (e.g. XYZ Hardware, Training on ABC Software, etc.)* | **Requesting Department(s) or Program(s):** |
| **Department Contact:** *The person to contact about this request* | **Desired Timeframe:** *The time period when the need should be addressed* |
| **Department(s) Affected:** *Identify the department(s) affected by this request* | **Department Members Involved:** *The department members involved in this request* |

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| **Need Description** | *Describe the technology capabilities that must be delivered. This request may include hardware, software, training, and/or ongoing support. Where possible, please identify the opportunities to extend or enhance current systems (PeopleSoft, R25, BlackBoard, RaisersEdge, Wireless Network, Microsoft Office Suite, etc.):* |

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| **Benefits and Improved**  **Processes** | *Describe benefits and improved processes:*  *What process will be improved through the use of this technology?*  *How will students, faculty and staff be better served?*  *How will it improve on operational efficiency?*  *How will it help reduce costs and in what areas?*  *How will it improve service delivery?*  *How will it help the Colleges manage and optimize the use of its resources?*  *How will it make the Colleges more flexible and adaptable?*  *How will it make us a benchmark when compared to a comparison group?* |

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| **Current Situation** | *Describe the current situation and specific challenges and/or operational problems that will be addressed by responding to this request. What will be the effects if the need is not addressed?* |

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| **Estimated Initial Cost** | *Identify the costs and resources for initial implementation, to include an estimate of the expected cost of the hardware and software required and an estimate of the resources/personnel that will be required.* |

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| **Estimated Continuing Cost** | *Identify the costs and resources required for continuing support, to include an estimate of the resources/personnel required for continuing support, an estimate of any continuing licenses or fees, and an estimate of replacement costs for hardware and software in future years.* |

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| **Success Criteria/Value Proposition** | *Addressing this need will be considered a success if the following goals are met (please include any and all metrics that can be used to measure the success of this project):* |