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| Technology Request Title |  |
| Date of Evaluation |  |
| Names of Evaluators |  |
|  | |
| Evaluation Recommendation | |
| Overall Ranking |  |
| Notes |  |

**IT Governance Assessment/Reporting Criteria**

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| 1. **Does the proposal support and clearly advance the Strategic Plan? If so, which element, and how?** |  |
| 1. **Does the proposal directly support Juniata’s Strategic Technology Goals?** |  |
| 1. **Does the proposal support strategy and goals at the departmental/divisional level?** |  |
| 1. **Does the proposal support an externally regulated mandate? If so, which one (identify the regulation) and how?** |  |
| 1. **Does the proposal introduce operational efficiencies and what is your assessment of the likelihood of realizing those gains?** |  |
| 1. **Has the sponsor considered how this project can or should impact current business practice or institutional policies? If so, please describe.** |  |
| 1. **What are the consequences of not doing this project or postponing it? How is the project sponsor accomplishing these goals now?** |  |
| 1. **What role will the project sponsor’s unit have in implementing the project? Do they have the capacity (time and expertise) to support the implementation of the project?** |  |
| 1. **Does the sponsoring department have the technical expertise and capacity to use and maintain the system they are proposing?** |  |
| 1. **What is the best estimate of financial benefits – increased revenue or cost savings – of this project? How confident is Technology Council of this estimate and the likelihood that these benefits will be realized?** |  |
| 1. **Does the project require additional financial resources (dollars or people) to initiate or maintain? If yes, has the source of these funds been identified and approved by the relevant VP? Will there be secondary costs to the department or others on campus once this is implemented that have not been considered but need to be considered?** |  |
| 1. **What is their best estimate of how long this project will take to implement? Years/months/weeks/hours? Please consider the complexity of the project, the number of required process or policy changes, the number of departments/units involved, and the number of systems/integration points that need to be touched, etc.** |  |
| **Request Ranking:**  **0. Not ready for rating. Return to sender; more information needed. Describe for sponsor.**  **1. Urgent, must do, no delay.**  **2. Must do in a reasonable time frame.**  **3. Desirable to do as time and resources become available.**  **4. Would be good to do, but unfortunately not possible at this time.**  **5. Not recommended for further consideration. Reason:** | |

Reminders:

* If there is no VP signature, the proposal should be sent back to the sponsor.
* If the project scope is not clearly defined and it would take considerable effort (by Technology Council, SIT, and/or ITS) to determine the scope, potential benefits, and/or resources needed, the proposal should be sent to back to the sponsor.