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| Juniata College utilizes a Technology Request Form to collect information about the scope and impact of a proposed technology initiative. The following information serves as a guideline for requesting technology:   * All standard technology replacements and renewals are planned for by the Information Technology Services (ITS) organization. This form is to request new technology. * Technology requests are reviewed and prioritized through Juniata’s Technology Governance structure during the budget planning process. * Technology requests must be submitted using this form, and must be approved and submitted by the primary requestor's respective Vice President. If applicable, the form must identify the source(s) of funds and/or any additional staffing required to successfully implement and maintain the proposed project. * If the request is minor, likely less than 2 hours of ITS staff time and doesn't require a purchase of hardware or software, it is recommended that you submit a work order. Projects of this size and scope do not require the submission of a Technology Request Form. * The ITS team is happy to help support the completion of this form. To request assistance, please submit a work order at <http://help.juniata.edu>. * Completed Technology Request Forms should be emailed to ITGovernance@juniata.edu by the respective VP.   When reviewing and evaluating projects, the Technology Council (and if needed, the Senior Leadership Team) will consider multiple factors. The availability of resources and the operational capacity of the functional area(s) to implement and maintain the proposed solution will also be considered.  Other factors considered include but are not limited to the following:   * Advancement and/or support of the Strategic Plan * Advancement and/or support of Juniata’s IT Strategic Goals * Impact on Strategy at the Department & Divisional Level * Compliance with External Mandates * Projected ROI and Project Success * Cost and Timeline for Implementation * Consequences of Not Doing the Project   The Technology Request Evaluation form that will be used to assess IT Project Requests is available for review. | |
| Title - Technology Request |  |
| Date of Submission |  |

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| Project Requestor’s Contact Information | |
| Name |  |
| Email Address |  |
| Department Name |  |
|  |  |
| Your Department Head’s Contact Information | |
| Name |  |
| Email Address |  |
| Department Name |  |
|  |  |
| Your Vice President’s Contact Information | |
| Name |  |
| Email Address |  |
| VPs SIGNATURE | Email submission of this IT Project Request Form from the VP directly will be accepted in lieu of a physical signature. |
| ITS Liaison (if applicable) | Did anyone in ITS help you prepare this form? If so, who? |

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| **Current Situation** | Provide a synopsis of what the current situation. |
| **Proposed Solution** | Provide the solution(s) that addresses the situation described above? |
| **Alternative Solutions** | Did you consider alternative solutions? If so, please list here and share any associated costs. Are you aware of other departments or other colleges who addressed a similar challenge? If not, why? |
| **Opportunity Statement** | Provide a description of how the proposed solution will address the current situation. Include how it addresses the following (if applicable):   * A compliance/regulatory issue (identify the regulation and explain why this solution is needed to address it) * Automation of a manual process * Improving operations or services * Reduce deferred maintenance risk * Responds to a 3rd party requirement or obligation (required upgrade, discontinuation, etc) * Improved student experience related to enrollment and retention |
| **Connection to Strategy** | Does the proposal support the Strategic Plan, Juniata’s IT Strategic Goals, and/or departmental/divisional goals? If so, how? |
| **Cost Estimates and Source of Funds** | If known, what are the expected costs to achieve the desired outcomes? Please break out implementation costs vs ongoing annual costs. Will there be replacement and/or upgrade costs in future years? At what frequency? Is there a proposed source to cover the costs? Is this project associated with an increase in operating or capital budget request? |
| **ROI Statement** | Describe the return on investment. How will the project increase revenue, reduce costs, increase efficiency, improve functionality/service, reduce risk, etc. |
| **Sponsor’s Responsibility** | Who is the project sponsor? What role do you anticipate the project sponsor and associated department will have in implementing the project? |
| **Key Stakeholders** | Who are the key people/departments that will be needed to implement and sustain the desired solution? Describe any changes to established policies and procedure that might be impacted by this project, including any personnel/work assignment changes that might be required, in your department or elsewhere on campus. |
| **Time Commitment Estimates** | What are the workload expectations for the key people/departments needed to achieve the desired outcomes? Does the project account for costs associated with onboarding (consulting)? |
| **Ongoing Support Requirements** | Does the sponsoring department have the technical expertise and capacity to use and maintain the system they are proposing? If no, please share the plan to address this. Is training included? |
| **Timetable and/or Deadlines** | Is there a specific “window of opportunity” for implementation? Are there deadlines we should be aware of? If the project is approved, is there a desired timetable for implementation? |
| **Desired Outcomes** | How will success of the project be measured and/or demonstrated? |
| **What are the risks/consequences of not doing this project in the next fiscal year?** | What is likely to happen if the current situation is maintained for another year? |