Technology Acquisition Guide

Instruction | Facilities | Administration

Consider These Items Prior to Implementing New Technology:

What is the Purpose and Value of the Technology?

_____

_____

_____

_____

Budget Implications/Costs:
- ❏ Initial purchase cost: _____
- ❏ Is the cost based upon:
    - ❏ Variable cost (per user)
    - ❏ Fixed flat cost
- ❏ Annual maintenance costs: _____
- ❏ Initial training cost:_____
- ❏ Upgrade policy and cost :_____
- ❏ Periodic training cost: _____
- ❏ Other support costs: _____
- ❏ Is additional equipment needed to support the purchase?
    - ___ No, __ Yes; if yes, what is needed and what is the cost: _____
- ❏ Was this budgeted?_____
- ❏ Intended purchase date?_____

Technology Use Characteristics:
- ❏ This is for: ___ Instruction, ___ Administration,or ____, Operations
- ❏ This technology is easy and intuitive to learn
- ❏ This technology is difficult to learn
- ❏ This technology will be used by employees only
- ❏ This technology will be used by employees and students
- ❏ This technology is _____% dependent upon access to the internet

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Technical Infrastructure Challenges - "technology purchase" = "initiative":
- ❏ Do we have network bandwidth to support this initiative? ___ No, ___ Yes
- ❏ How will this affect security? _____
_____
_____(Be specific, but not too technical)
- ❏ How will this initiative affect our power supply? _____
- ❏ How much time weekly is estimated to maintain cyber integrity through patching?
_____
- ❏ Is there physical space to accommodate this initiative? _____
_____
- ❏ Who manages implementation, training, assignment and maintenance? _____
_____
- ❏ Who is the owner of the data if cloud based solution? If agreement is not renewed, how will you receive a copy of the data upon termination?
_____
_____
- ❏ Have you verified the purchase meets our system requirements:_____