Policy on Technology Projects

Many technology projects, whether involving hardware or software or both, have important components invisible to the end user. Contracts may need legal review. Installation, physical or otherwise, can require time and materials. Integration of a new package with enterprise software such as Banner can require special programming not included in the purchase price. Prices can sometimes be negotiated downwards. Finally, some systems have longer lives and require less maintenance than others.

To ensure comprehensive review of technology projects, the University has implemented a simple process for all end users to request software or hardware, completing the new system/application request form. All requests for new technology projects must be submitted using the form. The form may be used for making a request for new hardware, new software, or for assistance with the selection and implementation of a new business system. If you are requesting a new or upgraded business system, an IT Project Manager will contact you to discuss the project, shepherd it through all appropriate reviews, and develop a plan for implementation including required resources and staff time.

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