Sacramento City College
Information Technology Committee

Date: February 7, 2006
To: Managers, Supervisors, Department Spokespersons, Unit Leaders
From: Information Technology Committee
Subject: IT Major Projects Request

The Budget Committee has charged the Information Technology (IT) Committee with reviewing and prioritizing funding requests for major information technology projects. A major project is defined as costing more than $10,000 for an office or service area, a computer-assisted classroom, a lab setting, software, or server. Multimedia classrooms are also included in this definition. The attached

- Request for Funding for Major IT Projects (including Cover Sheet)
- Justification for Funding -- Major IT Projects Form &
- Total Cost of Ownership Spreadsheet

should be submitted along with the budget documents to the Budget Committee as well as electronically forwarded to Elaine Ader.

The questions on the form constitute the criteria that the IT Committee will use to evaluate and prioritize projects. In addition, these guidelines will assist in developing your project:

- Use a separate Request for Funding Form for each lab, classroom, or project you describe.
- If your request depends on remodeling a space to accommodate the computers you are requesting, please work with your manager to start that process. We will not place a request on the recommended list if needed alterations have not been planned and completed by the time that the project is scheduled to begin.
- Department spokesperson/s and dean will need to sign off on the completed form. In addition, please consult with faculty and staff in your area as you complete the Request for Funding Form.
- Be sure to keep a copy for your records.
- Please provide specifications and general cost estimates for required hardware and software. Recommended hardware configurations, including costs, for PCs, Macs and Smart Classrooms are available at http://it.scc.losrios.edu. These proposed configurations are baselines that are intended to meet typical desktop and lab requirements. Please check with Computer Services or your senior laboratory technician to ensure that these configurations meet project needs. If a different configuration is needed, please attach the specifications.
- Please use your division’s College Discretionary Fund and Categorical Programs data (the “pink sheets”) to determine whether the request could be funded from other sources.
- For divisions submitting more than one information technology major project, please prioritize each request. In addition, the Budget Committee is requesting that all requests (equipment, IT, and base) be prioritized. Please show the overall Division priority of this request.

When the Budget Committee receives the budget requests, it will forward the IT Major Projects requests to the IT Committee for review and campus prioritization. Proposal authors are invited to the IT Committee hearings on April 3rd for brief project presentations. The results of the review will be provided to the Budget Committee in time for Spring 2006 budget deliberations.
REQUEST FOR FUNDING FOR MAJOR IT PROJECTS
2006-2007

This form is designed for projects requesting information technology projected to cost more than $10,000 including computers for classroom / lab / other student use or administrative work area, multimedia classrooms, servers, and software. Please complete all applicable portions to ensure that this request is evaluated completely and accurately. Thanks. (Please Note: All grayed areas will expand to accommodate all data input.)

Project Priority among IT Projects in your division/area (___ of ____)

Overall Priority among all Division/Area Budget Requests _____

Department/s Areas/s _____

Building Name/Room Name where project is located: _____

Project Contact (Name, Telephone #) _____

Reviewed By:

Area Dean/Manager: _____ Date: _____

Department Spokesperson(s): _____ Date: _____

Area Vice President: _____ Date: _____
Justification for Funding
Major Information Technology Projects*
2006-2007

Project Title:     

Location where technology is to be installed/used:  

Project Description: (Provide Summary Statement that explains project intent and technology requested)

Please answer the following questions in order for the committee to evaluate the proposal. If a question is not applicable to the project, please respond “N/A”.

1. How does this project meet a critical need to attract or retain students, meet service or licensing requirements, promote articulation, or improve instruction?

2. What are new program or technical requirements that prompt this request? Please describe additional capabilities that are needed to meet these new requirements (for example do students need to access cd-rom based programs provided by a textbook publisher or are there software upgrades that require more memory and processor speed then is available in current lab computers)?

3. What are the external requirements (Education code, state or federal law, Chancellor office directive, licensing, or accrediting) that necessitate implementing new technology that cannot be accommodated with existing equipment?

4. What is the status of the curriculum, program, or project addressed by the proposal? Has it been approved or implemented or is it in process of being approved?

5. How will this project be used as a tool for teaching/service or how will it be used directly to teach a course / provide service? (For example, using Word vs. teaching Word vs. in a lab setting)

6. What is going to be the availability/use of this technology? (answer all that apply).
   a. Will it be used on a consistent or continual basis throughout the day (including evenings and weekends) or indicate proposed hours of operation.
b. Please indicate the number of classes, sections, students or staff who will use these resources.

7. How has the Division/Area prepared space and staff to accommodate this proposal? Does the project require additional or improved space and additional staff?

8. **For proposals of new facilities/labs**, how will this new facility or lab share, upgrade, or add functionality to the department or division? What are other options, such as sharing, upgrading, or adding functionality to an existing facility that would meet this need? (Please answer only if your proposal is for a new facility or lab)

9. How is the need described in this proposal currently met? If the proposal calls for hardware replacement, in case hardware is not funded, what are other facilities where software can be loaded to serve these needs (other labs, upgrades to existing equipment)?

10. What makes this project beneficial from a cost benefit perspective?

11. Describe other sources of dollars or "matching" resources that can be applied to the project to leverage more technology.

12. If the request is for new technology, how has the technology been implemented successfully in other places?

13. Is this a new request? If not, when was the initial request made?

*These questions will be applied to all IT project proposals - Instructional, Student Services, and Administrative Services.