

**Information Technology Project Proposal**

The purpose of this form is to provide the Administrative Information Technology Advisory Committee (AITAC) with information about what types of technology projects are being considered by different areas of the College. Please use the following criteria to determine whether or not a project needs to go to AITAC:

1) Something new--as opposed to an upgrade or extension of something already in place.

2) Costs significant money.

3) Will take more than a few days to complete.

4) Requires collaboration between multiple offices in addition to IT.

Please Note: The unit that is proposing the IT-related project is responsible for obtaining funding for the project.

**Instructions:**

1. Please fill out this form after you have done some preliminary research to look into the products and services available to meet your goals. Please fill out the questions on the next three pages.
2. If you have questions about the impact to Information Technology, please feel free to contact Thomas A. Warger, Consultant, or Deb Hilts, Director of Information Systems Services, with your preliminary questions. Often the vendor will assess the potential impact to information technology for student information system integrations, authentication using Hartwick usernames and passwords, interface to e-mail, or other typical technology tasks related to your project. Please attach technical specifications, for this work, if you have it.
3. Please explain why this project was proposed. If you send out a request for proposal to multiple vendors, please explain why this solution was your preferred choice. Please attach any justifications or executive summaries that you may have sent to your Vice President.
4. Invite the AITAC committee to any vendor sponsored demos, unless you are planning campus-wide demos.
5. Once this form is completed, please send it to the Office of Academic Affairs, c/o the Provost, Bresee Hall, Room 205.
6. You can expect that this information will be routed to the AITAC committee.
7. The individual submitting this form may be asked to present the project to the committee.
8. The AITAC committee will make a recommendation to the Provost, who may solicit feedback from other Vice Presidents.



**Information Technology Project Proposal**

**Contact Information**

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Project Description**

Name of your project or proposal or working title:

Please describe your information technology proposal. Describe any background about your project that is important to understanding the context. Include the role of any campus stakeholders or partners. Reference proposed vendors/and or websites for more detail.

**Goals**

What are the goals of your proposal? What impact will this project have on students, faculty, staff, external constituents, or Hartwick College as a whole?

**Impact on Information Technology**

Please describe the extent to which Information Technology (IT) has a role in your project. Please describe the services that you will require from IT to implement your project. If possible, estimate the cost to the IT department in man-hours or weeks.

**Summary Information**

Why should the College make this purchase? Did you solicit proposals from competing vendors? Please explain why this solution is your preferred choice compared to other responses to any Requests for Proposals. Please attach any executive summaries or justifications.

**Estimated Costs**

One-time:

Any associated annual maintenance:

Any associated hardware costs:

**Proposed Source of Funding**

\_\_\_ Capital Request for the fiscal year \_\_\_\_\_\_. Approved \_\_\_Y \_\_\_N

\_\_\_ Departmental Operating Budget for the fiscal year \_\_\_\_\_\_. Approved \_\_\_Y \_\_\_N

\_\_\_ Grant or other External Funds. Applied for: \_\_\_Y \_\_\_N Awarded: \_\_\_Y \_\_\_N

Notes:

**Timeline**

When does your project need to be completed? How much lead time is needed to implement your project? What is your desired launch date?

**Other Notes**

Please feel free to make any other notes that would help the AITAC committee understand this project.

**AITAC Review**

Received Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reviewed Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reviewed By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Report/Recommendation to Provost Completed Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_