

**FY19 Technology Projects, Equipment, & Software Request Form  
For Projects that will occur between July 1, 2018 and June 30, 2019.**

Use this form to propose projects relating to information technology applications, equipment, or software that are not included in your departmental budget request or, for academic areas, Classroom Stewards project requests. Technology staff can assist you in defining your project, identifying equipment or software, or completing this form. Please contact us (contact information follows).

**Please return this form to your respective Cabinet member by the date s/he has designated. Cabinet members will forward completed, reviewed forms to Ellen Falduto (efalduto) no later than October 31, 2019.**

**Section I: Contact Information**

Proposal submitted by (primary contact):	
Project collaborator(s),if any:	
Department or Program:	
My phone #:	

**Section II: Your Proposal:**

Briefly describe your project. How will the project achieve one or more of Wooster's three strategic objectives and support one or more of its initiatives?

Please check the box(es) corresponding to the technology resources you believe need to be acquired as part of your project and indicate specifics:

Check one or more	
<input type="checkbox"/>	Personal Computers (Mac, PC). Note this would include upgrades to classroom and departmental computer labs or research spaces. Indicate type, specification, number
<input type="checkbox"/>	Mobile/tablet devices including iPads, smartphones and wearable devices
<input type="checkbox"/>	Multi-media equipment NOT part of a Classroom Stewards' project or classroom media replacement cycle (smart projectors, other projection, sound system, flat-panel display, document camera, video camera, video production equipment, AppleTV, etc.)
<input type="checkbox"/>	Research & Creative tools (quadcopters, 3D printers, laser engravers, GoPro cameras, virtual reality simulators, Ozobots, etc.)
<input type="checkbox"/>	Communications/radio equipment
<input type="checkbox"/>	Printers & scanners (include poster printers here)
<input type="checkbox"/>	Software and software upgrades (list applications)  (note: consult with Ellen or Jon or Tabby <i>before</i> submitting your request to your supervisor or Cabinet member)
<input type="checkbox"/>	Software as a service (software hosted outside the College) (list applications):  (note: consult with Ellen or Tabby <i>before</i> submitting your request to your supervisor or Cabinet member)
<input type="checkbox"/>	Consulting services to further develop an existing technology application (describe type and scope of services):
<input type="checkbox"/>	Other / specialized technology equipment (describe):

What are the consequences, if any, of **not** undertaking this project?

### Section III: Project Budget

**Initial project cost**

What is the estimated cost of your project? (attach detail as appropriate; Technology staff will work with you on refining the costs of your project)	
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**Continuing costs**

Will this project require continuing investment after the initial project is implemented (for example, maintenance costs, continued license renewal costs for software, supplies costs)? Remember that <i>you will need to plan for the eventual replacement of any hardware items</i> as there is no guarantee that future capital budget or equipment funds will be available for that purpose.	<input type="checkbox"/> Yes <input type="checkbox"/> No
If so, please indicate:	

**Section IV: Project Reviews** [Please note that your request must be submitted to your Cabinet representative for review, approval, and periodization.]

Check one or more	
<input type="checkbox"/>	I have consulted with a member of the Technology staff about my project. (if so, who?):
<input type="checkbox"/>	My project has been reviewed and approved by my department or program chair or supervisor. (If so, who?):

To be completed by Cabinet member:

I have reviewed and <input type="checkbox"/> endorse this request <input type="checkbox"/> do not endorse this request	(signature)
	<input type="checkbox"/> essential for ensuring the safety of students, faculty, staff <input type="checkbox"/> essential for meeting College & department/program strategic priorities <input type="checkbox"/> essential for meeting department/program priorities <input type="checkbox"/> would advance department/program and/or College strategic priorities, but not essential <input type="checkbox"/> project could be undertaken at a later time
Project priority (check one)	

## **IT Contacts:**

*Tabby Conwell (tconwell@wooster.edu):* for projects relating to Colleague, Image Now, Connect Daily, SharePoint, campus card system, and new software applications, including non-Colleague applications and those hosted by third-party providers, data management and reporting, including archiving and digital imaging.

*Vince DiScipio (vdiscipio@wooster.edu):* for projects relating to the campus data network, wireless, Internet bandwidth, telecommunications/radio services, multimedia installations (including classrooms), digital signage/monitor installations, advanced server/virtualization applications and acquisitions of general purpose (PC, Mac) software, personal computers, tablets, printers **for non-academic departments.**

*Jon Breitenbucher (jbreitenbucher@wooster.edu):* for projects relating to educational applications of technology including resources to support instructional design and pedagogy, specialized software, assessment, research applications of technology and acquisitions of general purpose (PC, Mac) software, personal computers, tablets, 3D printers, etc. **for educational applications, academic departments, and classroom/lab upgrades.**

*Ellen Falduto (efalduto@wooster.edu):* general questions, web/mobile technologies and applications, exploratory/"R&D" initiatives and ideas, student notebook/capable device program, "software as a service" applications ("cloud hosted"), requests for exceptions to using applications in Colleague or other College-standard applications, applications or technology to support "compliance" requirements, and anything not listed above.