New IT System Proposal Form

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| NAME AND VENDOR OR PROPOSED SYSTEM: |  |
| REQUESTOR NAME: |  | REQUESTED START DATE: |  |
| REQUESTOR’S SUPERVISOR: |  | DESIRED COMPLETION DATE: |  |

Select the strategic objectives this system is supposed to support:

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| **#1: Strengthen Programming**[ ]  A: Delivery options[ ]  B: Program outcomes[ ]  C: *Connecting Learning to Life* initiative | **#2: Optimize Enrollment and Retention**[ ]  A: Degree-seeking enrollment[ ]  B: Credential output | **#3: Foster Inclusion**[ ]  A: Inclusive Programming | **#4: Leverage Resources**[ ]  A: Revenue streams[ ]  B: Compensation benchmarks |

Provide an estimate of the scope for this system:

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| **One-time cost:**[ ]  $50,000 or more[ ]  $10,000 - $49,000[ ]  $9,999 or less[ ]  Purchase not req’d | **Ongoing cost:**[ ]  $50,000 or more[ ]  $10,000 - $49,000[ ]  $9,999 or less[ ]  Purchase not req’d | **Funding source:**[ ]  Grant[ ]  Dept budget[ ]  Institutional request[ ]  Purchase not req’d | **Total Project Effort**[ ]  13+ months[ ]  7-12 months[ ]  4-6 months[ ]  3 months or less |

Describe the data to be used by the system:

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| **Categories of data involved (select all that apply):**[ ]  Student records[ ]  Student Financial records[ ]  Prospective Student records[ ]  Financial Aid records[ ]  College Financial records[ ]  Employee records[ ]  Personally-identifiable (PII)[ ]  Confidential (CII) | **Data functions (select all that apply):**[ ]  Store data[ ]  Transmit data to another system[ ]  Edit and maintain data | **Location of data:**[ ]  Cloud (residing on the vendor’s servers)[ ]  On-premises (residing on LC State servers or computers)[ ]  Combination (please describe) |

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| PROBLEM & OPPORTUNITY:In one or two sentences, describe the main problem or challenge this system aims to overcome. | EXPECTED VALUE:List the expected benefits this system is intended to achieve. |

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| SCOPE & OBJECTIVES:Describe the system. List the key objectives and scope for the system. List any deliverables. | CORE TEAM MEMBERS:List the individuals who must be involved to complete this project. |

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| IMPLEMENTATION SCOPE:Describe how the system needs to integrate with (connect to, share data with) any existing systems. List any hardware or software that will be to be purchased or installed. List any physical infrastructure or construction requirements. |

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| OPERATIONS & DATA MANAGEMENT:Describe the data to be used in this system and for what purpose. List those who will have access to the system and/or the data. List those who will be responsible for ensuring data integrity and managing user access to the system. |

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| IT SUPPORT CONSIDERATIONS:To the best of your knowledge, describe the support from IT that you anticipate this system will require. |

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| ADDITIONAL COMMENTS:Enter additional comments to help others understand the value of this proposal. |