**NEW IT SYSTEM PROPOSAL SCORECARD**

* Check **only 1 box** for each criterion. Submit this form with the corresponding New IT System Proposal Form.
* For assistance completing this form, contact Celeste McCormick ([cmmccormick@lcsc.edu](mailto:cmmccormick@lcsc.edu), x2215).
* The IT Director will guide the proposal through the evaluation process
* The evaluation process includes a review by affected stakeholders
* The evaluation process can take up to one month to complete

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| **1-Regulatory / Compliance**  Definition: Scores whether a system is necessary to meet federal, state, local, or internal mandates or legal obligations  Yes, this is required for Regulatory/Compliance  No, this is not required for Regulatory/Compliance | **2-Projected ROI**  Definition: Return on Investment value to operating income  ROI pays for itself within a year  ROI pays for itself in 2-3 years  ROI will not break even |
| **3-Execution Time**  Definition: Estimated duration of the entire project scope of work (Plan, Design, Test, Train, Implement)  Less than 6 months  6 - 12 months  More than 12 months | **4-Financial Impact**  Definition: The initial acquisition cost required for this system  Financial cost is $9,999 or less  Financial cost is $10,000 - $49,999  Financial cost is $50,000 or more |
| **5-Organizational Performance**  Definition: The result of this project will increase productivity  Successful implementation will immediately increase in campus-wide efficiency and collaboration between business units  Successful implementation will moderately increase campus-wide efficiency and business unit collaboration within 1-2 years  Successful implementation will create no increase in campus-wide efficiency nor in collaboration between business units | **6-Degree of Change**  Definition: Degree of fundamental change in strategy, processes, tools, roles, or performance measures  Only one strategy, process, tool, role, department or process is impacted by changes introduced by the system  Several strategies, processes, tools, roles, departments or locations are impacted by changes introduced by the system  Entire enterprise is impacted by changes from this system |
| **7-Integration Dependencies**  Definition: Number of integrations and dependencies with other systems  System does not integrate with other systems  System integrates with one other system  System integrates with more than one system | **8-Scope of IT Support**  Definition: Degree of support that the system will require from IT  System requires no IT support  System requires support from one IT unit  System requires support from multiple IT units |
| **9-Alternative Solutions**  Definition: Extent to which alternative solutions were explored and assessed.  Did not explore alternative solutions  Explored alternatives and found no comparable solutions  Explored alternatives and found comparable solutions | **10-Duplicate Systems**  Definition: Extent to which existing systems were examined as potential solutions  Did not examine existing systems  Examined existing systems and found no comparable functionality  Examined existing systems and found comparable functionality |
| **11-Strategic Alignment**  Definition: Alignment with LC State’s Strategic Plan Core Themes  Alignment with Opportunity, Success and Partnerships  Alignment with only two of the three LC State Core Themes  Alignment with only one or no LC State Core Themes | **12-Additional Information**  Definition: provide any additional relevant information not already presented. |

Leave the following sections blank. They will be completed by the IT Director.

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| **1-IT Support Assessment**  Definition: Can IT provide the scope of support required (including resources and expertise) for the following (select all that apply):  Implementation  Operations  Data Management | **2-IT Security Assessment**  Definition: Type of security assessment provided by the vendor (select all that apply):  Vendor attested to having a SOC 2 OR is an on-premises solution (i.e. not cloud-based)  Vendor provided a HECVAT  Vendor answered the questions in IT’s Cloud Vendor Information Security Statement |

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| **3-IT Overall Evaluation**  Definition: Describe the security assessment process and findings.  Vendor provided sufficient documentation of security configuration and practices, and passed the security assessment  Vendor did not pass the security assessment, but the risk is acceptable due to the type of records involved (explain below)  Vendor did not pass the security assessment, and the is not acceptable due to the type of records involved (explain below)  Definition: Overall assessment and recommendations. Include a determination, based on a review of the inventory of existing systems on campus, whether this new system will perform the same functions as an existing system.  Provide a final assessment.  System recommended  System recommended with concerns (explain below)  System not recommended (explain below) |

Leave the following approval sections blank. They will be completed by the stakeholders/evaluation committee.

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| **Registrar** (as data steward for student records): | **HR Director** (as data steward of employee records): |
| **Controller** (as data steward for financial records): | **Institutional Research Director** (responsible for helping maintain LC State’s goal of a single data repository): |
| **Admissions Director** (as data steward for prospective student records): | **Purchasing Director** (responsible for compliance with college and state purchasing policies): |
| **Financial Aid Director** (as data steward of financial aid records): | **Physical Plant Director** (responsible for facilities support): |
| **Student Accounts Director** (as data steward of student accounts): | **Accessibility Services Director** (responsible for compliance with accessibility standards): |

If the IT Director and stakeholders/evaluation committee endorse the proposal, this scorecard will be presented to the President for review.

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| **LC State President** (as final approver): |