**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, 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): |