

Technology Request Form For Annual Planning and Off-Cycle Requests

Submit one form per request. Complete the entire form thoroughly and answer all questions with enough details and be specific. Incomplete or late forms will not be reviewed. For assistance completing this form, please contact your Chair or the Co-Chairs of the Technology Committee. You can also review the Technology Committee's "[Prioritization Rubric](#)." If applicable, please reflect on the technology funded by last year's plan, and how it impacted student learning and success and prioritize your requests. For all furniture requests, contact Facilities.

Classroom technology such as entire labs can be submitted as one request. Please be specific and you must provide quotes for each item. For assistance with technology quotes, email the Grossmont College Director of Instructional Technology with your requests. You should also contact District I.T. to inquire about a Statement of Work for your request. If you are submitting a quote for items that are not typically in instructional classrooms please note that you will need to include taxes, shipping and environmental fees.

Please keep in mind when filling out this form that extra consideration is given to proposals that demonstrate one or more of the following:

- i. A critical need for state of the art technology and instructional software
- ii. Support of learning outcomes (student, program, institutional, or service)
- iii. Assistance to multiple departments

Technology Plan Year

Title of Request

Location of Request

***Priority Ranking**
(If submitting more than one request in your department)

Discipline

Department

Contact Person

Contact Email

DESCRIPTION

Please provide a brief description of the technology/software or technology project and its core goal(s).

Example

PROPOSAL JUSTIFICATION

A. College and District Strategic Plan

Please explain how the technology or enhancement supports the [strategic plan](#). Please include information on how students will be impacted and/or employees or the college or district overall. Would this be a district-wide implementation?

Example

B. Statewide Initiatives

Does the technology support a [state-wide initiative](#)? Please explain.

B. Mandates

Is the technology mandated by legislation, in support of a legislative mandate or required by accreditation standards? Please explain.

Example

C. Criticality

What are the consequences and the number of students impacted if the technology/software is not implemented, upgraded or renewed

D. Urgency

Why is this urgent? What is the preferred time for implementation?

E. Supporting Data

How does the data you have support the implementation of the technology? This can be qualitative or quantitative in the form of program review, surveys, observations, SLO or other assessment data, institutional research data or other reports and data.

Example

COST ANALYSIS

Please list as much information as you can in sections Funding and Staffing, Resource Factors and Costs. We understand that you may not be able to fully answer all of these questions independently. For instance, some costs will be known and some estimated; please indicated accordingly. Based on the information you provide, District I.T. and/or Instructional Computing Services may conduct a Statement of Work (SOW) analysis and provide input on items such as time to implement, employee hours, number of individuals needed to implement, the needs for a campus and/or district project manager, vendor cooperation, integration with current systems, etc.

Funding and Staffing

Please describe your needs for implementing and maintaining the technology by answering the following questions:

FS1. Will you need College or District staffing support? If so, please explain.

FS2. Will or could the work be contracted out to a third party? If so, who? Provide contact information and explain.

FS3. Does the company that provides the technology do installation and on-going support? Provide details. How long?

FS4. Is there categorical funding or outside funding? Be specific.

Resource Factors

Please provide detail on the following:

RF1. Is this new technology (new to the campus), a renewal, or upgrade of existing technology?

RF2. Is the technology compatible with current systems? Please state if you don't know.

RF3. What are the estimated maintenance fees, if applicable?

RF4. What are the estimated replacement costs once the technology reaches its end of life cycle?

RF5. Are there any associated on-going support costs? Such as access to vendor support.

RF6. Is this a one-time purchase or annual / recurring fee? Please explain.

RF7. Are there any other resources or special technology support needed to implement the technology?

RF8. What is the estimated time it will take to implement?

RF9. How does this technology impact other campus departments (academic, student services and administrative).

RF10. How does this technology impact campus facilities.

RF11. Does the vendor have a VPAT (voluntary product accessibility template) for the technology? Please provide if they do.

RF12. Vendor contact name and contact information

Cost

C1. Estimated labor costs (if known):

C2. Estimated equipment/software costs: Indicate whether known or estimated. Include quotes for all applicable costs. This should include equipment, licenses, taxes, fees, shipping, environmental fees, etc.

C3. Do you have a funding source identified? If yes, please list source and funding allotted:

C4. Total estimated or known cost:

Evaluation

How do you plan to evaluate the technology after implementation? This could include explaining how you will collect qualitative and/or quantitative data showing student usage and impact on learning or student services.

Off-Cycle Requests Only

Has funding been identified for this project? If yes, what is the smart key or funding source (Equity, General Fund, Perkins, etc.)? (This question relates to Section G on the Technology Prioritization Rubric.)

Example

What are the exigent circumstances and/or contributing factors that would qualify this request to be eligible for Off-Cycle consideration? In other words, why can't this request wait until the next annual planning cycle? (This question relates to Section C on the Technology Prioritization Rubric.)

Example