

Technology Business Needs Assessment Questionnaire

University departments are required to contact Information Technology Services (ITS) and complete this questionnaire prior to soliciting acquisition or development of technology solutions. Faculty/staff desktop computers, associated computer peripherals, and software purchases for individual use, which do not connect to or impact the University's enterprise, systems, or data may fall outside of the process. For specific questions about whether or not a project/idea should go through the Tech Vetting process, simply submit a ticket to the ITS PMO group using the information at the bottom of the form.

Contact Information:

Requesting Office:	_____	Date Submitted:	_____
Contact Person:	_____	Contact e-mail:	_____
Contact phone:	_____	Department	_____
Department Head	_____	Head e-mail:	_____
(Signature)		Supervising VP	_____
Supervising VP	_____	e-mail:	_____
(Signature)			

Proposal:

- 1) Describe in at least a few paragraphs, the *problem to be solved* and/or the *service change being proposed*. Include why the proposal is necessary and how it will benefit CNU and your department.

Benefit:

- 2) How does this proposal provide benefits to other departments on campus? What are those departments and how will they benefit? Have those other departments been consulted and agree to the proposed business need?
- 3) How will this proposal foster campus and interdepartmental information distribution?
- 4) Does the proposal support a University goal/mission/objective? If so, which one and how?

Risk:

- 5) What alternatives were considered?

- 6) What are other Virginia higher educational institutions doing? (you may include public and private)

- 7) What happens if this proposal is not funded? What is the risk to the University (please provide specifics, including costs, increased person hours, etc)?

Need:

- 8) Does this proposal replace something else? What are the costs of the item it is replacing (current and ongoing)?

- 9) Has the area VP been made aware of this proposal and support the proposal?

- 10) If another department/University area are impacted by this proposal, have the other impacted Provost/VPs been made aware and support this proposal?

- 11) Is there an area IT representative? If so, have you discussed this with the area IT representative?

Budget:

- 12) What is the initial purchase cost estimate and potential annual costs (including ongoing maintenance costs)?

- 13) Is this proposal currently in the budget or is it proposed for the next year in the budget?

14) How does this proposal save money for the University?

Exclusions:

- Replacing faculty/staff desktop computers and associated peripherals off of the IT Services standard computer offering
 - o [Link to Standard Computer/Printer Options](#)
 - o [Request for Non-Standard Computing Options](#)
- Software purchases for individual faculty/staff desktop computers that is licensed to individuals, or already offered as part of existing IT Services offerings, that does not connect to, or interact with University systems or data
- Open Source software installations or implementations for individual faculty/staff desktop computers that do not connect to or interact with University systems or data as part of the software's primary function

NOTE: Submit the completed TVQ at <https://help.cnu.edu> by creating a ticket and include this document as an attachment. Once the request has been submitted someone from the Project Management Office will contact you. Direct Inquiries to: Associate Director for Project Management pmo@cnu.edu