

## Technology Vetting 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:	_____	
Contact Person:	_____	Date Submitted: _____
Contact phone:	_____	Contact e-mail: _____
Department Head	_____	Department Head e-mail: _____
Supervising VP	_____	Supervising VP e-mail: _____

### **Project Parameters:**

- 1) Describe in at least a few paragraphs, the *problem to be solved* or the *service change being proposed*. Include why the project is necessary and how it will benefit CNU and your department.
  
- 2) When is the proposed solution needed? State the proposed start and end dates. Are these dates fixed or flexible? If these dates are fixed, explain why?
  
- 3) Will this project involve/impact other university departments? If so, which departments and how will they be involved?
  
- 4) Will the project include systems/processes to collect, process, or store sensitive or restricted data (e.g. personal data such as SSN, birthdate, grades, health information, financial transactions, or research data)?

## **Resources:**

- 5) If known, what are the estimated costs of this project (e.g. hardware, software, personnel, other)?
  
- 6) What resource commitment do you anticipate needing from ITS (e.g. implementation, system administration, system location, system backups, end-user support, training, etc.)?
  
- 7) Does this project involve interfacing with a University system (e.g. authentication/SSO, Banner, Google G-Suite, HRIS, NoliJ, etc.)?

## **Exclusions:**

- Replacing faculty/staff desktop computers and associated peripherals off of the IT Services standard computer offering
  - [Link to Standard Computer/Printer Options](#)
  - [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](mailto:pmo@cnu.edu)