Rochester Community and Technical College

Technology Investment Considerations Checklist ver. 1.0

Description

This checklist provides a set of critical thinking questions to guide the RCTC community when planning, procuring, or intending to implement a new technology idea/solution at the College. This list is not comprehensive, but it identifies the key considerations/triggers/potential risks for people, to invoke thought, jog their memory and provide guidance as they start to think about/plan for a new or different technology solution than they have today.

Disclaimer: *This checklist is intended to help with planning only. Completing the checklist does not indicate that the idea or solution is approved as a project or for implementation.*

Y	N	ALIGNMENT WITH COLLEGE GOALS
☐	☐	**Is the idea/solution you want to pursue in line with your Program design, strategies, goals, etc.?** **Contact:** if unsure, you can contact your respective **school or office leadership** (Manager, Dean, etc.) to have further conversations.

- *Have you developed a business case or justification, with your functional needs, pros and cons, for implementing the solution?*
- *Have you determined if others in the College could benefit from the solution?*
- *Have you identified the programmatic support requirements to sustain this solution over time, past implementation?*

Y	N	TECHNOLOGY
☐	☐	**Have you considered data integration and analysis, security, compliance or other existing options for this solution?** **Contact:** if unsure, you can contact the **IT Help Desk** and they will triage your request to the right place. (tech.help@rctc.edu)

- *Does the solution, that you want to implement, already exist?*
- *Have you identified the expected life-span of this solution?*
- *Have you considered hosting needs (e.g., on-premise or cloud) or information security and data retention requirements?*
- *Have you identified who is going to technically support the service on an on-going basis (e.g., vendor or IT or other)?*
- *Will the service you intend to use work with, integrate or replace existing technology of the College?*
- *Long-term, will you be wanting to merge and analyze the data stored in the system with other data in the College?*
- *Have you identified who will handle both implementation and on-going training and support for this service?*
- *Have you reviewed the necessary compliance requirements, such as, FERPA, HIPAA, PCI, PII, ADA, etc. that may impact this implementation?*
- *Have you worked with Legal (e.g., VP of Finance/CFO) and IT to draft a data sharing agreement with any vendors?*

Y	N	ACCESSIBILITY
☐	☐	**Have you considered the accessibility of the technology you intend to use? Are you aware of any Americans with Disabilities Act (ADA) or section 504, 508 requirements that need to be addressed, such as, Closed Captioning?** **Contact:** if unsure, you can contact the **Disability Resource Services (DRS)** for more guidance and assistance.

- *Could a person with physical disability or mobility impairment be using this solution and need accommodation?*
- *Is the solution design based on "Universal Design" concepts, is it accessible to all users, including, people who may be blind, visually impaired, deaf or hard of hearing, e.g., screen reader compatibility?*

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Y	N	PEOPLE
☐	☐	**Are you going to need staffing support, either permanent, temporary or backfill for the project and/or after implementation?** **Contact:** if unsure, you can contact **Human Resources Business Partners** for more guidance and assistance.

- *Will you be able to support all project needs with existing resources (staff)?*
- *Will you be able to support all current operational needs, while project is going on, with existing resources (staff)?*
- *Will you need any temporary or backfill resources i.e., to allow permanent staff to focus and work on the project?*
- *Will staff's jobs change, as a result of changes in business processes and this project, and will Position Descriptions (PDs) need to be modified to reflect these for reclassification(s) and or reorganization(s)?*

Y	N	FUNDING
☐	☐	**Do you have the funding necessary for this request both short-term and long-term?** **Contact:** if unsure, you can contact the **Business Office** for more guidance and assistance.

- *Are you funding the implementation using Capital/Bond, Operational or Grant funds?*
- *Will you need to reallocate funds to do the implementation work e.g., fund transfers for backfill resources?*
- *Are you funding the on-going support costs using Capital/Bond, Operational, or Grant funds?*
- *For temporary funds (e.g., Grants/Gifts), are there plans to either transition the costs to other fund sources or stop the work?*
- *Do you know if your planned funding source is allowable under Systems Office or other overseeing authority's requirements?*
- *Do you have a backup plan if your costs go beyond your planned budget?*

Y	N	PURCHASING
☐	☐	**Are you buying anything that may require the development of an RFP/RFB/RFI[1]?** **Contact:** if unsure, you can contact the **Procurement Office** for more guidance and assistance.

- *Have you reviewed the Purchasing Matrix to determine the category of purchase you must follow e.g., <, >= $10K, $25K, etc.?*
- *Do you have a designated Contract Manager for on-going maintenance of the contract and for timely processing of invoice payments, etc.?*
- *Has there been a legal review (e.g., VP of Finance/CFO/Office of Legal Counsel) of any contract?*
- *Has your functional Vice President (VP) and/or VP for Finance/CFO or President signed-off on the contract?*

Y	N	SPACE
☐	☐	**Will you need any new space, reconfiguration of existing space, etc.?** **Contact:** if unsure, you can contact the **Facilities Department** for more guidance and assistance.

- *Have you determined a location, how many staff will use that location, what kind of space (office, classroom, lab, open area, etc.) you may want reconfigured for this project?*
- *Have you filled out the facilities project request form off the website?*
- *Has your functional area Vice President (VP) signed off on the facilities request for further consideration and prioritization in context of all other facilities requests?*

[1] RFP/RFB/RFI = Request for Proposal/Bid/Information

Revisions

As needed, this document will be updated.

Version	Date	Description of Changes	Author/ Editor	Approved By
1.0	02.18.2020	Initial Draft of Checklist	Mirwais Qader	Cabinet