

INSTRUCTIONS: This form is to be completed in coordination with IT/AV, and as needed online learning and facilities. Please complete any items possible in sections 1-3 before contacting IT to review the plan. For a list of standard IT hardware please see <http://wiki/start:enduser:standardhw> (link only available while on campus or VPN)

1 OVERVIEW

- a How will this technology help meet the desired outcome/goal?
- b What are the instructional/business needs for this equipment/software/service?

2 ITEMS

- a Please list all items for purchase (please list specific models, options, SKUs, whenever possible).
- b List any items that may be replaced/displaced, how the current equipment inadequate, and recommended disposition (relocated, storage, surplus).

3 LOCATION

- a Where will item(s) be used (please list specific classrooms/offices whenever possible)?
- b Are there any additional costs involved? Can it be done by RRCC or an outside vendor?

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ALL REQUESTS MUST HAVE EACH AREA'S REVIEW AND INITIAL BEFORE THE REQUEST WILL BE APPROVED

Cost Type	Item(s)	Estimated Costs	Stakeholder Dept.	Initial	Quote Number, Notes, Etc.
a Equipment: Hardware			IT/AV		
b Implementation Services/Training Costs			(list as needed)		
c Annual Maintenance Costs			IT/AV		
d # of Years of Maintenance Costs Included			IT/AV		
e Licensing Costs			IT		
f Electrical Upgrades/Concerns?			IT/AV/Facilities		
g AV Installation/Cabling			John ONeill		
h Network Cabling Costs(AV)			John ONeill		
i Network Infrastructure			IT		
j Other Costs (security, MDM, special classroom scheduling needs, etc.)			IT/AV		
Total					