Pre-IT Procurement Review (ITPR) Checklist

Project Executive Sponsor

Project Liaison

Estimated Year-One Investment

(Software, licensing, hosting services)
- Funding source

Estimated Annual Expenses

(Software maintenance, licensing, hosting)
- Funding Source(s)

Project Management
- Internal or External (list)
- Estimated Cost
- Project Manager (Name)

Project Staffing Requirements
- Additional Staff (Number)
- Foundation, Career or Expert Level
- Estimated Annual Cost with Benefits

Technology Infrastructure Requirements
- Initial Year Investment
- Annual Ongoing Costs

Technology Integration Requirements
(Identity Management)
- Initial Year Investment
- Annual Ongoing Costs

Mobile Technology Integration
- Initial Year Investment
- Annual Ongoing Costs

Does the Application Utilize (list)
- HIPAA; PII; FERPA; PCI

1 Please attach a narrative of the project information if applicable
2 Cabinet review if the project’s exceeds $250K Year 1/$500K five years including: application, infrastructure, consulting, staffing, training, maintenance and/or hosting
3 Chancellor’s Office initiatives, mandates, multi-campus collaboration efforts, or Master Enabling Agreements (MEAs);
4 Health Insurance Portability and Accountability Act (HIPAA), personally Identifiable Information (PII), Family Educational Rights and Privacy Act (FERPA), Payment Card Industry (PCI) Data