

Pre-IT Procurement Review (ITPR) Checklist ^{1,2,3}

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; PCI⁴

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