
LAKE-SUMTER STATE COLLEGE
ADMINISTRATIVE PROCEDURE

TITLE: Technology Solution Adoption Procedure

NUMBER: PRO 2-22

REFERENCE:

PAGE: 1 OF 2

I. PURPOSE

To establish procedures for the adoption of any new technology solution (i.e. hardware, software, licenses, cloud services, etc.), regardless of price or funding source. This procedure is applicable throughout the entire fiscal year.

II. PROCEDURE

- a. The requester will first vet the idea/proposal with their immediate supervisor.
- b. The requestor will submit a work order to the Helpdesk outlining the scope of the request. Information Technology (IT) & E-Learning Departments will review the request. They will either require a "Tech Project Request Form" to be completed, or approve the request without the need for further action. If the decision rendered requires a "Tech Project Request Form" to be completed, the following additional steps apply.
- c. The requester will submit a completed "Tech Project Request Form", located on the Technology and Educational Resources Committee page, of the College website to the Helpdesk via work order. The form must include:
 - i. A clear definition of the purpose or problem addressed by the new technology;
 - ii. A delineation of all costs associated with the new technology (set up, annual fees, staffing, etc...);
 - iii. An estimated Return On Investment (ROI) - financial and/or performance;
 - iv. How the request relates or links back to the strategic plan;
 - v. Implementation plan and timeline (high level);
 - vi. Evaluation method that will be used to determine the projects impact.

Information Technology (IT) and eLearning will assist with soliciting of quotes, checking compatibility, checking for duplication, etc.

- d. The completed Tech Project Request Form is forwarded to the appropriate division Vice President or President, as necessary for approval.
- e. The approved Tech Project Request Form is sent to Technology and Educational Resources Committee Chair for consideration at their next regularly scheduled meeting.

New: July 31, 2018