**Cuyamaca College**

**Off-Cycle Technology Project Request (Pilot)**

**For requests *not* made within the Annual Update/Program Review process.**

**Date of Request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Requestor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Directions:**  Please complete the following questions and submit to the co-chairs of the College Technology Committee. Please keep your answers concise and limit your submission to two pages. Depending on the complexity of the project, you may be asked to work with District Information Systems and/or Instructional Computing Services to complete a Statement of Work Analysis.

1. Title of Technology Project:
2. Please explain how the technology or enhancement supports the strategic plan. Please include information on how students will be impacted and/or employees or the college or district overall. Would this be a district-wide implementation?
3. Does the technology or enhancement support a state-wide initiative (Basic Skills, Student Success, Equity, Strong Workforce, OEI, OER, etc.) or is it a legal mandate (Title 9, Title 4, Title 5 etc.) or in support of a legal mandate? Please explain.
4. How does the data you have support the implementation of the technology or enhancement? (This can be qualitative or quantitative in the form of surveys, observations, SLO or other assessment data, institutional research data or other reports and data).
5. What are the consequences if the technology or enhancement is not implemented?
6. What type of resources are needed to implement the technology or enhancement? Please list as much information as you can. If deemed appropriate, District IS and/or Campus Technology will conduct a Statement of Work analysis and provide input on items such as time to implement, employee hours, number of individuals needed to implement, the need for a campus and/or district project manager, vendor cooperation, integration with current systems, etc.
7. What is the estimated cost of the technology or enhancement, including one-time implementation costs and on-going support and maintenance including staffing? Actual quotes from vendors are preferred.
8. Has funding been identified for the project or enhancement? If yes, what is the smartkey or funding source (Equity, General Fund, Perkins, etc.)?
9. How do you plan to evaluate the technology or enhancement once implemented?
10. What is your preferred timeframe of implementation?
11. Is there anything special about this technology or enhancement that will contribute to the ranking?