

MJC College Technology Committee
Process for New Technology Requests
Guiding Questions

The process outlined in the *Information Technology Total Cost of Ownership Plan* states that “the College Technology Committees prioritize and recommend technology projects that are then reviewed and forwarded through their respective participatory governance processes” (see p. 12).

If you have an issue that you think might be addressed through a technology solution, please request that the topic be put on an upcoming College Technology Committee agenda. The questions below will frame the discussion for the requester and Committee members. The Committee may ask additional questions during the discussion:

- 1) What is the problem we are trying to address?
- 2) Is this a mandated or compliance issue?
- 3) How does this project specifically support the College Mission and Vision Goals?
- 4) Who are the stakeholders who will be interested in or affected by this project?
- 5) What will be different if this technology is implemented?
- 6) What are existing solutions that might duplicate, align with, or interfere with this idea?
Would this lead to a cost savings?
- 7) Is there an identified funding source for implementation and ongoing costs associated with this project?
- 8) Did you explore other vendors, products, or solutions?

Recommendation:

- Forward to College Council as a recommendation
- Request additional information before committee recommendation
- Decline to endorse the project at this time