

Project Name: _____

Completed by: _____

Directions: Check all that apply.

Is the service mandated by the state, feds or district? <input type="checkbox"/> Yes <input type="checkbox"/> No
Core Infrastructure WAN/LANS, Internet, Servers
Health & Safety

Core Administrative
Technology Tools for All
Content Area Specific Tools

Directions: Place an X in the box.

	Unknown	none	partial	complete	Details
Functional Needs					
Has a functional manager been identified?					
Has the functional need been documented?					
Does the service enhance the learning environment?					
Has the target audience been defined? If so, please detail...					
Is it a required service, necessary to meet a departmental/school/ district need?					
Are there alternative methods for delivering the service, other than technology?					
Is there a non-technology system in place that meets the functional need?					
Is the service an existing technology service?					
If an existing service, does it meet the functional need?					
If an existing service, does it have the capacity to deliver the service?					
Planning					
Is the service part of the technology plan?					
Has a security analysis been completed?					
Does the facility meet all the needs of the service?					
Has training been accounted for?					
Has a needs assessment been completed?					
Is there a comprehensive project plan to implement the system?					
Is there a documented timeline?					
Has outsourcing been considered for supporting the service?					
Has the service been presented to the appropriate committee/department?					
Has the service been presented to the technology department?					
Has the service been presented to the technology advisory committee?					
Has the service been presented to the Superintendent?					
Has the service been presented to the school board?					
Cost Benefit Analysis					
Has a cost/benefit analysis been completed?					
Does the service shift any costs from one department to another?					
Does the service shift responsibility for delivery of existing services?					
Will there be an increase in costs?					
Will there be an annual recurring cost?					
Will this service replace a more costly existing service?					
Is there a potential for cost savings?					
Is there an immediate cost savings realized?					
Does the service reduce existing support requirements?					
Compatibility					
Is the service compatible with existing district systems?					
Will the service run on the standard district workstation?					
Is the service compatible with existing audience knowledge base?					
Costs					
Is the service funded with grant resources?					
Sufficient hardware budget?					
Sufficient software budget?					
Is there a long term comprehensive maintenance budget including disposal?					
Does the budget include staff members to support the system?					
Does the budget provide maintenance through the service life cycle?					
Will the service become a permanent budget line-item?					
Are there staff members available to implement the system?					
Are there staff members available to maintain the system?					
Tech Support					
Does the service increase support needs?					
Does the service require a new staff position					
Are there additional tech support requirements for managing the service?					
Have the necessary support hours been defined?					
Is there an outside vendor responsible for the service upgrades and maintenance? If so, detail...					
Have technical support staff been trained in the installation?					
Have technical support staff been trained in maintenance?					
Have technical support staff been trained in troubleshooting?					
Have technical support staff been trained in upgrading?					

Functional Need Pass _____ Fail _____ Comments:

Planning Pass _____ Fail _____ Comments:

Cost Benefit Pass _____ Fail _____ Comments:

Compatibility Pass _____ Fail _____ Comments:

Costs Pass _____ Fail _____ Comments:

Tech Support Pass _____ Fail _____ Comments:

Security Analysis Pass _____ Fail _____ Comments: