Application to be evaluated

Level-1:

1. **Contact information about the client. This would include the following**
* Name & Contact information of the person making the request (Required)
* Department Name (Required)

2. **What is the purpose of this project (as stated by the client)?**

3. **What will be impacted by this project in terms of location and audience?**
(Answer would include checked boxes with the following options: i) Entire
University, ii) Specific campus location, iii) Department, iv) Others
_____

4. **What is your anticipated deadline for this project?**

5a. **Has the project been approved? (Yes/No/Pending)**

5b. **Who is the approving authority?**

6a. **Has the project been funded? (Yes/No/Pending)**

6b. **Who is the funding authority (financial sponsor)**

C. What are some of the important questions that should be inquired at a later
point (During the Technology Interview/Business Analysis)?

Level-2:

1. How does this project tie into the University's Strategic goals?

2. Please provide a scope statement or problem statement to define the need that this project will be satisfying? (e.g., enhancing the existing system, etc).

3. What is the level of urgency for having this project to be implemented?

4. If the project is not implemented, how will it impact the requesting department?

5. Is the project only applicable to the main campus or all the four campuses?

6. Who will be the point-of-contact for this project throughout the design and implementation, and post implementation phase?

7. What area (outside of UTS) will own this project and the services it will provide?

8. What area will be responsible for the integration of this project into the university community? (Communications and marketing of the project to the University Community)

9. What area will be responsible for security administration (if applicable)?

10. What area will be responsible for the ongoing funding for maintenance of the project?

Level 3 (UTS Department Specific and Internal to UTS):

NOTE: These are just some general questions listed as guide lines. Each department within UTS may have different questions to ask.

1. Will the application be onsite or hosted?

2. Who will be responsible for the functional user training of this application during the implementation and post implementation phase?

3. How will this application be marketed to the university community? (Comment: It is for the client to understand that this is their responsibility not necessarily UTS).

4. What levels of maintenance are offered/expected for the hardware/software?

5. Are software upgrades automatically included within the maintenance agreement or do those have an extra cost per upgrade?

6. Is there an application contract which requires signature?

7. Does the contractual agreement with the vendor contain the appropriate privacy statement to ensure that all data used within the product will not be accessed or used in other manners which may be deemed as inappropriate to the university?

8. What are the technical hardware/software requirements for the application?

9. Does the university currently have sufficient server hardware/storage to support the new application or will additional hardware need to be purchased?

10. Is any other hardware required for this application (ie scanners, card readers, etc)?

11. Will the application have additional security/certificate requirement?

12. Will the application require additional database licensing?

13. Is there any other products (compilers, software, etc) which will need to be purchased for this application?

14. Who will be providing technical support of this application?

15. Will this application use any e-payment functionality? If so, is the application and the devices to be used with it PCI compliant? Vendor provided documentation must be provided.