# Slate of Technology Options


# About the process

1. As the requestor, you will answer questions about the problem and solution.
2. IT will research potential technology solutions and present you with a list of potential candidates with some preliminary information about each one.
3. The process can take 5-8 days (or possibly longer if the technology is complex or IT resources are temporarily limited).
4. For any of the options that you want to seriously consider, the next step after this process is to schedule a demo with IT and the vendor for a deeper analysis and to answer additional questions.

# Problem (requestor fills out this section)

The requestor should provide answers to the following questions:

* 1. PROBLEM
		1. What problem are you trying to solve?
		2. What gap or need would this address?
	2. SOLUTIONS
		1. What should the solution be able to do? How should it function?
		2. Will this be a new system or will replace an existing system?
		3. What products are you aware of that have this functionality?
		4. Among you counterparts at the other higher ed institutions in IT, what solutions are being used?

# Slate of options (IT fills out this section)

Option 1 (repeat for additional options)

Product name:

Vendor name:

* How does it work?
* What are its features?
* What does it cost? (ballpark estimate is fine)
* Do you see any early red flags?
* Did you note any other relevant factors?
* Optional questions
	+ How is it rated?
	+ Is it used in higher ed?