# New System Inquiry

# Document Details

**System name and vendor**:

**Requesting department**:

**Completed by:**

**Completed on:**

**References (**e.g. websites, manuals, etc.**)**:

Please answer the following questions about the proposed technology. The IT Director will follow up with you within 5-8 days to determine if your request constitutes a new system or a standard technology purchase.

# Purpose Questions

1. What problem are you trying to solve?
2. Can you provide one or two use cases for this technology?

# Software Questions

1. Does software need to be installed locally (on campus)?
   1. On a server
   2. On a computer
   3. n/a (in the cloud; internet only)

# Hardware Questions

1. Does any equipment need to be purchased? Please list:
2. Does an application need to be installed on the equipment or the equipment a standalone unit?

# Data Questions

1. Will the technology store, process or transmit data? What kind of data?
2. Will the data be stored on a local computer/server or in the cloud?
3. Will the data include any PII (personally identifiable information like address, birth date) or CI (confidential information like LC financial records)? Please list:
4. Does the same data already reside in an existing system in use at LC?

# Operations Questions

1. Does the technology integrate with any existing system in use at LC?
2. What support will be needed from IT to implement and maintain the technology?