



Form for Small Technology Projects (under \$5,000)

This form is intended for use by those technology projects whose total cost is less than the minimum \$5,000 allowed for a PRU, meaning, they fall within the budgeting purview of the originating division.

Project Name:		Requestor's Name:	
Division:		Date Submitted:	
Total Costs: Use Costs from Pages 3 & 4			
Summary and Background of the Project: Provide a summary of the project.			
Business Need or Problem: Identify the technology need and or problem that needs to be solved			
Project Objectives and Vision: Provide a brief, concise list of what the project is to accomplish			
Project Description and Specifications: Describe the strategy to deliver the project and what is envisioned in terms of a deliverable / outcomes.			
Start Date:		Completion Date:	



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Signatures

Name & Title	Date
1. Dean or Director of Originating Discipline or Area	
X _____ Name and Title	_____ Date
2. Chair or Supervisor of Originating Discipline or Area	
X _____ Name and Title	_____ Date
3. Vice President of Originating Discipline or Area	
X _____ Name and Title	_____ Date
4. Executive Director of Educational Technology	
X _____ Name and Title	_____ Date



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Supplemental Cost Information

List costs being covered internally (e.g. Facilities budget)

First Year Costs

Hardware	
Consulting	
Software	
External Labor	
Support Contract	
Other	
Expense Total	

Recurring Costs

Hardware	
Consulting	
Software	
External Labor	
Support Contract	
Other	
Expense Total	

Funding Source

Describe the source of the project funding and any constraints (categorical funding, specific dates, etc.)



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Dependency Information

Please account for the following, if applicable.

HVAC:
Electrical:
Data/Network/Telephone Connectivity:
Additional Server/Storage Requirements:
Software:
ADA Requirements:
Furniture:
Staffing (e.g. for a computer lab – who will maintain the equipment, who will supervise the lab, etc.):

Other Costs