

Academic Operations Group (AOG)

Technology Request Support Document

Enterprise/Institutional technology requests:

1. **New technology request or change in existing technology**
 - a. Funding secured by requesting academic unit
 - b. AOG request submitted via [AOG Request Form](#)
 - i. AOG approves
 1. AOG rep submits [Project Request Form](#) (search for “New ITS Project”)
 2. Project Review Board (PRB) Approval and Prioritization
 3. Project Manager (PM) assignment as needed
 4. Technical Advisory Committee (TAC) assessment
 5. RFP – if technology is not known
 6. Architecture Review Board (ARB) presentation
 7. *(IT Executive Steering Committee (ITESC) presentation)*
 8. Implementation Project
 - ii. AOG rejects
 1. AOG rep prompts requester for more information
 2. Bump form back to item b. or supplemental document once ready
2. **Integration between existing technologies**
 - a. If necessary, funding secured by requesting academic unit
 - b. AOG request submitted via [AOG Request Form](#)
 - i. AOG approves
 1. AOG rep submits [Project Request Form](#) (search for “New ITS Project”)
 2. PRB Approval and Prioritization
 3. PM assignment as needed
 4. *(ITESC presentation)*
 - ii. AOG rejects
 1. AOG rep prompts requester for more information
 2. Bump form back to item b. or supplemental document once ready

Department/School-specific Hardware/Software:

- c. Funding secured by requesting academic unit
- d. [Project Request Form](#) (search for “New ITS Project”)
- e. PMO routes to appropriate team
- f. PRB Approval and Prioritization
- g. Additional ITS steps, depending on the nature of the project.