

Software/Hardware Acquisition Assessment Procedure

Information Technology Division
Western Kentucky University

1.0 Purpose:

The purpose of this IT Division procedure is to define the process for how the IT Division will deal with academic or administrative departments that wish to acquire software/hardware that will be connected to the university network, that will be required to interface with any university system, or that will require centralized support of any nature.

2.0 What to do:

Prior to purchasing any software/hardware systems the department will contact the Director of Administrative Systems and Applications by email letting him know a little about the system. IT must evaluate the software/hardware to determine its resource requirements, its compatibility with other University systems, its interface requirements to existing University systems if any, its security capabilities, deficiencies, and/or vulnerabilities and to make sure there are not already existing University software/hardware systems that provide equivalent functions, and any internal costs for programming, systems administration, training, networking or other support requirements.

3.0 System evaluation:

The appropriate people within the IT Division will conduct an evaluation of the desired system with the department and vendor, and will provide the WKU department with an assessment report detailing all of the aspects of the evaluation. The department will then have all of the necessary information to make an informed decision as to whether they want to acquire the system.

4.0 System support:

The IT Division – because of technical resource limitations – will only support systems that have gone through this IT assessment.