



OFFICE OF THE CHANCELLOR

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January 9, 2006

To: Deans and Directors

Re: Coordination of New Computer Applications

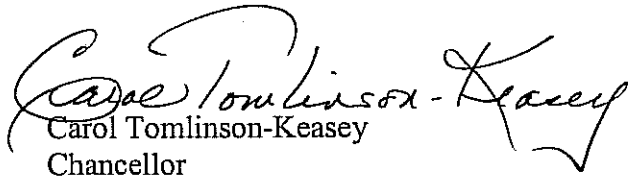
As we grow, our many different functional areas often find that they need to consider purchasing or developing a new computer application that will help them perform their jobs more efficiently. In a number of instances, computer applications have been developed or purchased that duplicated efforts somewhere else on the campus or that were incompatible with campus infrastructure. In other instances, choices have led to increased security risks or opened up the possibility of difficult technology/architectural implementations. As the campus grows and we deploy more and more applications, it seems prudent to coordinate and guide the development and procurement of new computer applications. In most cases, a simple review of the proposed application would have provided helpful information to individuals trying to upgrade their technology.

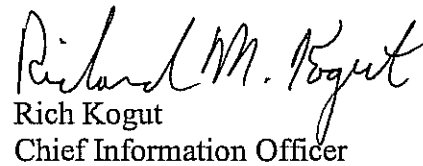
Hence, we are requesting that potential applications be reviewed by the Chief Information Technology Architect (currently Faust Gorham) before development is begun or an application procured. This applies only to multi-user administrative applications, such as PAWS, not to instructional, research, or desktop applications. Reviews can be initiated via email or a phone call, and, in most cases it is expected that a simple overview accompanied by already available vendor or design documentation would be sufficient for analysis.

The Chief Information Technology Architect will provide a report back to submitters, alerting them to similar efforts that are underway, potential security issues, potential incompatibility (including network and wireless network issues), etc. The review will also discuss preferred architecture and technology, including the use of the portal, authentication, and consistency/leverage with/of existing technology. The goal is to detect easily avoidable problems and to maintain a reasonably consistent technology base, not to dictate application deployment or to decide priorities. As with other business decisions, many legitimate trade-offs exist in making application development and procurement decisions. We understand that such requests must be acted upon quickly if the guidance is to be useful and will assign a very high priority to performing reviews.

In a related vein, the Information Technology Group is also available and happy to assist in developing application requirements and/or RFPs, and to review commercial applications and RFP responses. Beyond application-specific concerns, we can provide stock language for RFPs describing our technology environment, and can help craft wording for requirements, including support, service, and maintenance.

At the next Deans and Directors meetings, we will be happy to discuss this coordinating effort and answer questions.


Carol Tomlinson-Keasey
Chancellor


Rich Kogut
Chief Information Officer