

Section 1: General Project Information			
Project Title:	PC reservation system for De Anza Library		
Project Description:	PC Reservation system is a 3rd party software vendor from envisionware, this is a traditional client/serve based system. The server will be installed and run from the District data center, and this is a Windows based system (SQL server), the students will authenticated through MyPortal and access this system. The system will provide interactive sessions to reserve the computer, this will be done through on line process, the system will interact with every desktop and stop the sessions when time limit is reached. The current process is manual and managed by the library staff.		
Project Category:	Student body system enhancement	Date Form Submitted:	4-Feb-14
Functional Representative Filling Out Form	Tom Dolen	Has project been discussed with IT?	Yes
IT Representative Filling Out form:	Chien Shih	Requested Completion Date:	9/1/2014
User Project Lead:	Cecilia Hui	Has funding already been identified?	Yes

Section 2: Project Objectives and Criticality (affects Impact axis)		
Relationship to Strategic Plan Elements (Goals, Commitments, Objectives & SLOs)	Critical to Achievement of one or more	List All Applicable Strategic Planning Goals, Commitments, Objectives and SLOs that this Project will Address
Enhancement	Will moderately enhance business, student, or instructional services	This will support De Anza College's Core Competency objective - Information Literacy
Sponsor's Priority	High	

Section 3: Project Benefits (affects Impact axis)			
Students Who Could Benefit (directly)	Affects All students at one college	Financial Impact (annual net income increase):	Increase is between \$25k and \$50k
Employees Who Could Benefit (directly)	Affects Few Employees <50	Time Savings	Saves 11 to 25 hrs per week
Expected Client Satisfaction	High increase	Probability of Realizing Benefits	High Probability
Unique or duplicated services	Will provide unique functionality		

Section 4: Project Effort (affects Effort axis)		
Departments Involved in Implementation (exclude ETS)	Single Functional Department / Academic Division	Name the Participating Departments:
Business Process Changes Required	A few business processes will need to change as a result	ETS technical services, Network and Server operations, and application team. Functional user departments: Library.
Additional Ongoing Support Required (functional departments)	Less than .25 FTE	
Additional Ongoing Support Required (IT)	Less than .25 FTE	
Implementation Hard Costs (one time)	Cost is between \$5k and \$25k	
Additional Ongoing Hard Costs (annual)	Cost is < \$5k	
Time to Implement (includes all IT and functional department work)	Time is > 6 months total	
Complexity of Implementation:	Simple vendor interface, no data migration	
Hardware / Application Hosting by	Not applicable	

Section 5: Final Prioritization Score (for: PC reservation system for De Anza Library)		
Calculated Impact Score	6.00	Automatically calculated after sections 2-4 above are completed.
Calculated Effort Score	2.50	