

New Tech at C+I:

*from request to
implementation*

October 2017

Got an Idea?

- Process Overview
- Typical Timeline
- Process (Stages 1-3)



COLUMBIA UNIVERSITY

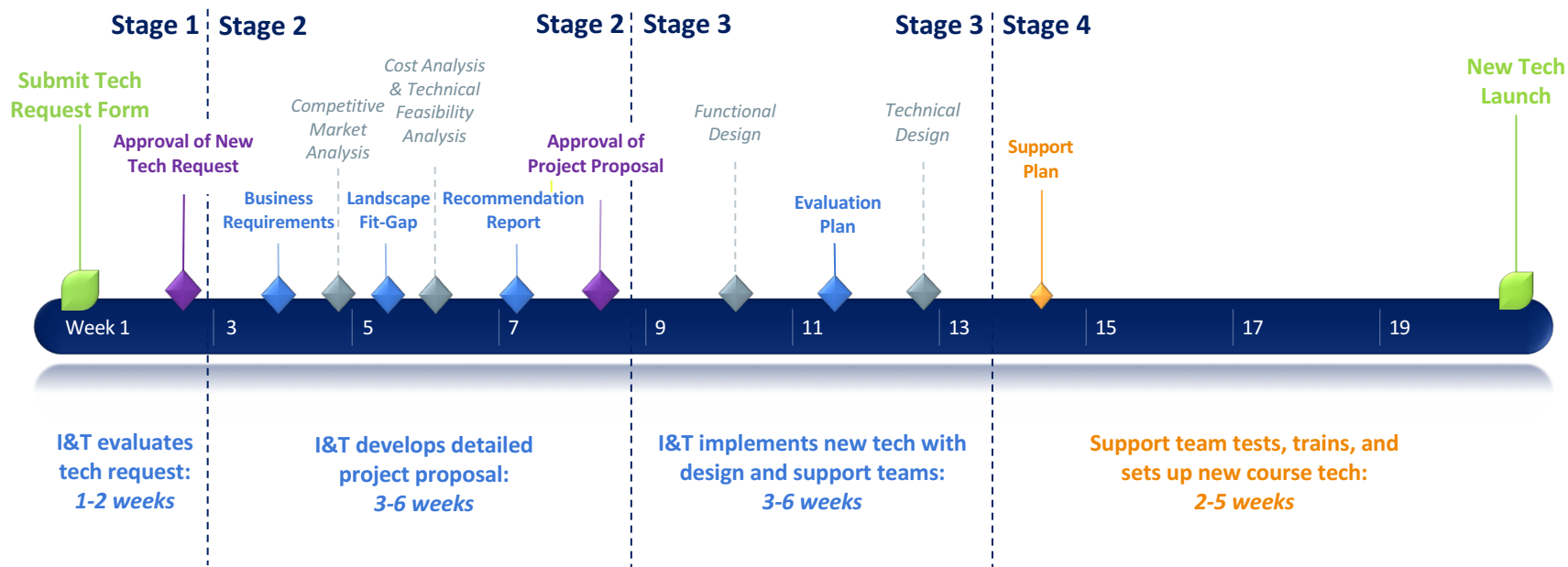
School of Professional Studies

Overview

Process Overview: from request to implementation



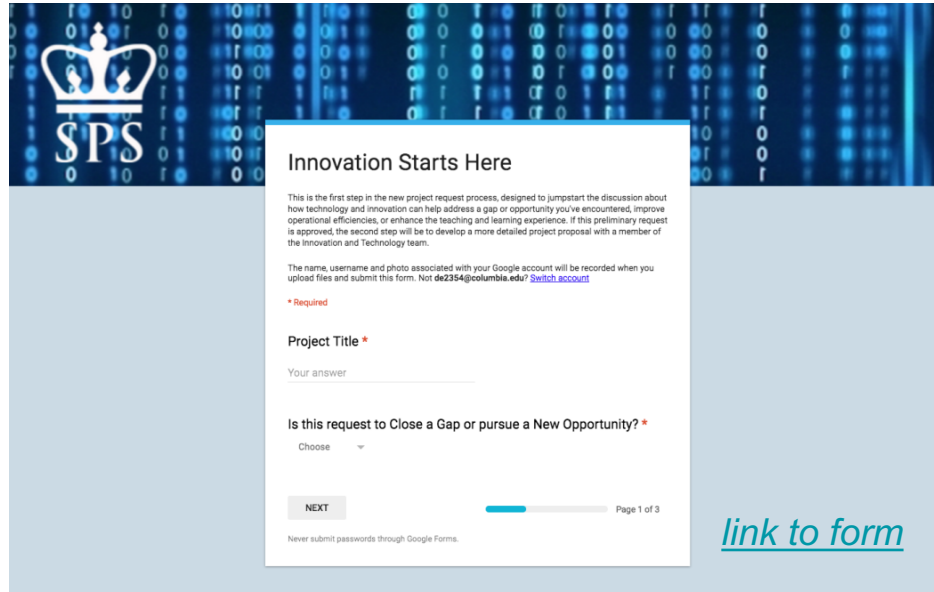
Typical Timeline: from request to implementation



Note: timeline requirements vary depending on scope and scale of proposed tech implementation, as well as on required level of coordination between the Innovation & Tech team--and designers, faculty, and support specialists.

Stage 1: Initiate a request

Step 1: fill out and submit the tech request form



Innovation Starts Here

This is the first step in the new project request process, designed to jumpstart the discussion about how technology and innovation can help address a gap or opportunity you've encountered, improve operational efficiencies, or enhance the teaching and learning experience. If this preliminary request is approved, the second step will be to develop a more detailed project proposal with a member of the Innovation and Technology team.

The name, username and photo associated with your Google account will be recorded when you upload files and submit this form. Not de2354@columbia.edu? [Switch account](#)

*** Required**

Project Title *

Your answer

Is this request to Close a Gap or pursue a New Opportunity? *

Choose

NEXT

Page 1 of 3

Never submit passwords through Google Forms.

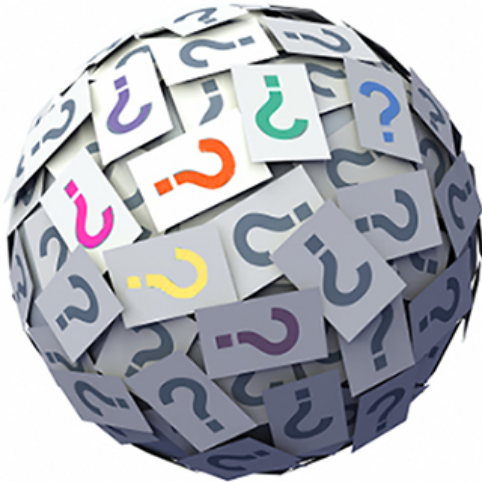
[link to form](#)

This is the first step in the tech request process, designed to jumpstart the discussion about how technology and innovation can help address a gap or opportunity you've encountered, improve operational efficiencies, or enhance the teaching and learning experience.

Should a preliminary request be approved, the second step is to develop a detailed project proposal in coordination with a member of the Innovation and Technology team.

Step 2: I&T team evaluates the request

The requester or proxy may be contacted if there are questions regarding the information submitted in the request.



Is the gap or opportunity addressed by another tool in our portfolio?

Does the proposed technology align with C+I's tech priorities for the year?

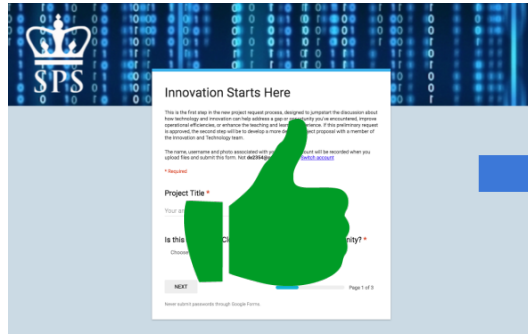
How big or urgent is the problem the requester is seeking a solution for?

What does a preliminary review of the requester's suggested tool tell us?

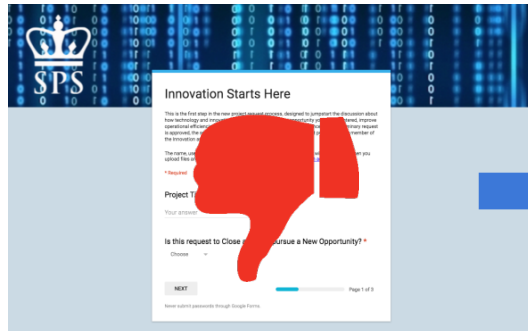
Can the suggested tool integrate well with Canvas?

Will the suggested tool need to be vetted by CUIT given the scale of potential implementation?

Step 3: receive a response from the I&T team



An I&T team member is assigned to work with you on developing a detailed project proposal



Requester receives email explaining why the project request was not approved at this time

Stage 2: Develop a project proposal



2-4 wks

Step 1: develop a detailed project proposal

- 1. Business Requirements
- 2. Existing Landscape Fit-Gap
- 3. Competitive Market Analysis
- 4. Cost Analysis
- 5. Technical Feasibility Analysis
- 6. Recommendation Report
- 7. Functional Design
- 8. Technical Design
- A. Supplemental Documentation

An I&T team member is assigned to work with you while developing a detailed project proposal.

All proposals will include, at a minimum:

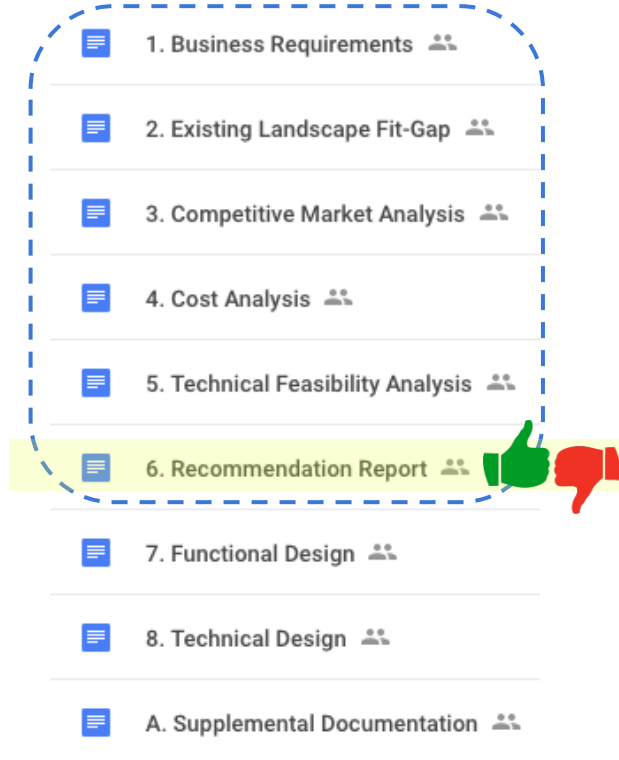
- ✓ *Business Requirements*
- ✓ *Existing Landscape Fit-Gap*

Additional documentation (items 3,4,5) will be developed at the discretion of the I&T team, and based on the scope or complexity of the request.



1-2 wks

Step 2: I&T team produces a Recommendation Report



Sample Recommendation Report:
ePortfolio and Assessment Initiative project



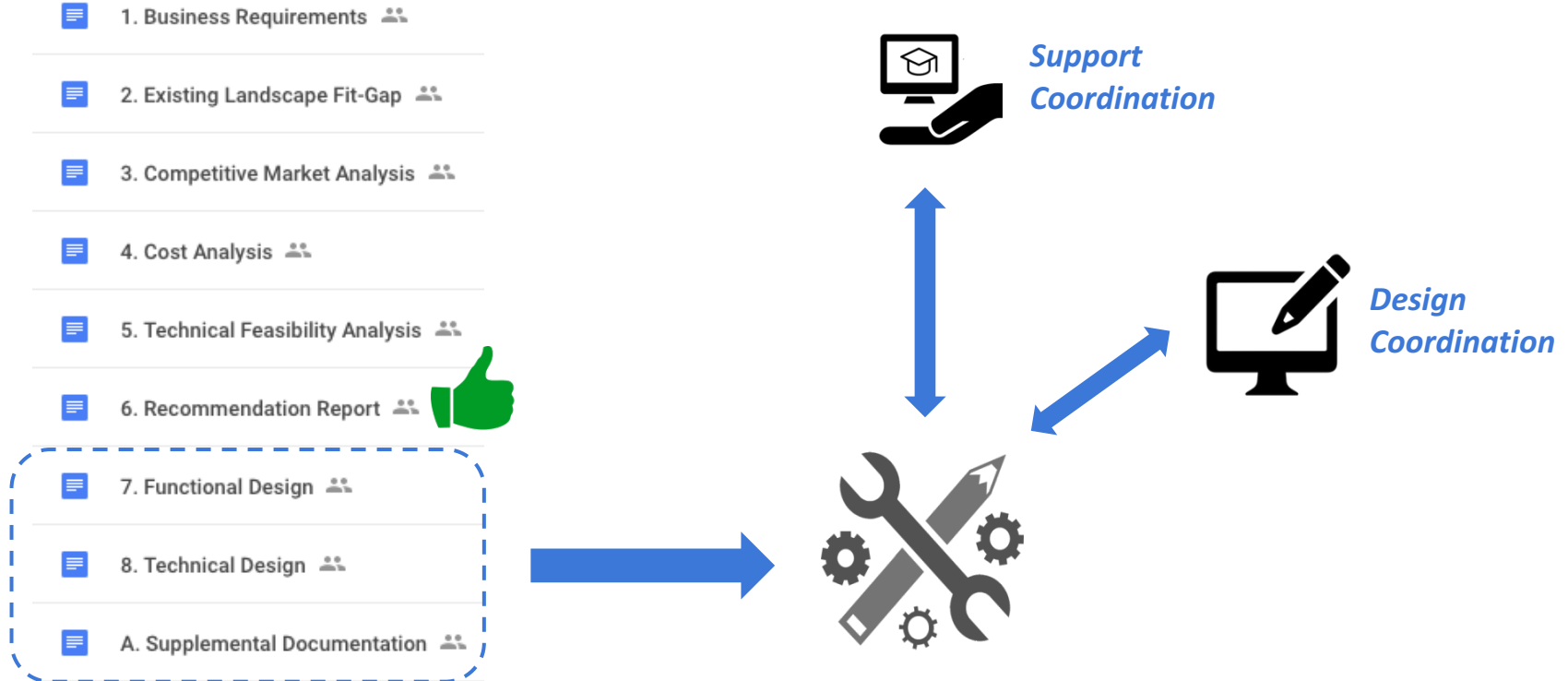
The requester receives the **Recommendation Report** via email, including a summary explaining why the project is or is not approved for implementation at this time.

Stage 3: Implement the new tech



3-6 wks

I&T and Support teams implement the new tech



For more information, please contact:
sps-innovation@columbia.edu