

University Project and Capital Request and Evaluation Process

To submit a request for a new project or capital request, technology/equipment resource, and/or facilities upgrade, please complete the “University Project Request” form. If you need immediate assistance with current technology/system, or facility issue that is not working, please contact ITS or Facilities directly.

1. For curricular and/or research related requests, the Project Sponsor should contact his/her Dean to discuss the request and review draft budget and scope.
2. For software/hardware, technology/equipment requests, or digital signage, the Project Sponsor should contact appropriate the ITS Director or the VP for IT and CIO/CISO to discuss the request and to review draft budget and scope.
 - Academic technology support; curricular software (departmental and/or university level); new academic or research-based service requests – Laurie Harvey
 - Administrative systems requests (new and/or enhancements); data management/integration needs; code modifications to existing administrative software (which will be heavily scrutinized); reporting needs – Becky Frieden
 - IT infrastructure and/or IT security-related requests (new and/or enhancements); enhancements to card access, video surveillance, point-of-sale systems; networking needs (wireless and wired) – Sean O’Connor
 - Endpoint needs (i.e., individual computers/laptops/equipment); printers/MFPs – Darren Moses
 - Web services/needs; secure upload capabilities – Anthony Yang
 - All others or not sure – Pennie Turgeon
3. For furniture, non-IT equipment/facilities-related requests, physical signage, the Project Sponsor should contact the appropriate Capital Planning and Facilities Director or the VP for Capital Planning and Facilities to discuss the request and review draft budget and scope.
 - Operations, general maintenance and life/safety systems - Spiros Dandouras
 - Building & space renovations, large equipment purchases and installations - Nick Haralambidis
 - University residence halls and space planning and assignments - Stacy Dishman
 - All others or not sure – Don Booth

Notes for Deans/Department Heads:

- Project requests from Academic Departments must be reviewed and approved by the respective Dean prior to submission to the Provost/Executive VP.
- Project requests from the College of Medicine (New York and Arkansas campus) as well as any NYIT Clinic must be reviewed and approved by the Long Island Dean of the COM prior to submission to the Provost/Executive VP.

Notes for VPs:

- Any project expected to cost more than \$250K will also need independent support from the President and President's Council.
 - If VP (or Executive VP/President) approves, s/he is basically endorsing the importance of the project at the University level and has already reviewed the merits of the project based on the agreed upon evaluation criteria.
 - Overall value to New York Tech
 - Impact on the achievement of goals outlined in New York Tech's Strategic Action Plan
 - Cost, timeline and complexity of implementation
 - Projected financial benefits
 - Projected productivity / operational efficiency gains
 - Likelihood of successful implementation & ongoing management capacity
 - Consequences or risks of not doing the project
 - If a Dean, VP or Executive VP rejects proposal, s/he should reach out the Project Sponsor with feedback on why s/he did not move it forward for consideration.
 - As a Dean, VP or Executive VP conducts his/her review, please address make sure that requests address the following points, as appropriate:
 - Requests to "automate" overly bureaucratic forms and workflows.
 - The capacity (scope, time and business process knowledge) of key individual(s) involved in the project, i.e., are they a "good" bet.
 - The thoroughness of responses on the University Project and Capital Request form.
 - The status of any other open projects/requests involving the same people and/or other departmental/division priorities.
 - Potential and likely links to other departments, and whether those parties have or have not been included in project design or request
 - Other "red flags"
4. If the request doesn't require a substantial amount of money, time or change in business/operational process, individual departments may be able to fulfill the request without further consultation with the Finance Office. The following criteria will be used to determine if the request requires further review from the Finance Office.
- Requests that require additional funding beyond what the VP can cover with current budget resources;
 - Request will cost more than \$50K to implement and/or have annual costs that exceed \$20K;
 - Request requires the involvement of more than one University department and the requesting department;

- Request requires New York Tech to share PII/PHI with a 3rd party and/or a new system that stores PII/PHI;
 - Request to significantly enhance the capabilities of a current system/facility and/or a request to build/renovate/support new solution by existing staff
 - Request will consume more than 80 hours of time to review/implement; and/or require significant ongoing staff support to maintain.
 - Request does not conform to standards currently supported and/or maintained by responsible department (e.g. ITS and hardware/software standards; Facilities and furniture/lighting standards, Strategic Communications and signage standards, etc.).
5. If the project does require a substantial amount of money, time or change in business process; or if the project requires implementation resources beyond what is currently available, University Project Request form must be completed and sent to the FLITE Council for review (FLITE = Facilities, Leases, IT & Equipment Council). The respective Dean and/or VP (or Executive VP/President) and/or Project Sponsor may also be asked to meet with the FLITE Council depending on the nature of the request. The FLITE Council meets 6-8 times per year and generally reviews 2x per year (on or about March 31st, and October 31st). If a University Project Request is deemed an emergency and/or has a time sensitive element to it, the FLITE Council will consider requests off-cycle. In general, Project Requests will be evaluated using the following criteria:
- Overall value to New York Tech
 - Impact on the achievement of goals outlined in NYIT's Strategic Action Plan
 - Projected financial benefits
 - Projected productivity / operational efficiency gains
 - Life/safety matters
 - Timeline and complexity of request
 - Likelihood of successful implementation & ongoing management
 - Consequences of not doing the project
6. Projects will be reviewed according to the above criteria and
- Approved - high priority: funded and to be scheduled as soon as possible.
 - Approved – delayed implementation: funding will be made available at time of implementation.
 - Deferred: project is of interest but there is currently not enough funding and/or staff time available in the foreseeable future.
 - Returned: project requires revisions and/or reconsiderations
 - Rejected (with reasons)

7. Once a request has been approved by the FLITE Council (and President Council/President, if required), a Project Manager (to be assigned by the department that will lead the effort) and the Project Sponsor will jointly determine the implementation details and project timeline. Project timelines will be dependent upon the urgency of the request, availability of funding (if required), and availability of implementation resources, including staff time.
8. The Finance Office will maintain a list of active University projects for reference by the President's Council and the FLITE Council.
9. All FLITE Project and Capital Request Forms along with any supporting material should be sent to flite@nyit.edu.