

**Foothill-De Anza Community College District
Technology Project Approval and Prioritization Process
Revised – March 2013**

Project Scope	Functional/Technical Effort *	Estimated Cost *	Approval	Prioritization	Timeline
<i>Exploration/Mini-Project</i> Projects of this scope might include researching or planning options for new applications or information systems and require technical and functional staff involvement in a vendor demonstration or site visit to a vendor or another campus. Projects of this scope might also include technical review of contracts or user agreements for no/low cost solutions.	Less than 1 week	Less than \$5,000	Appropriate Vice President	V.C. of Technology	Upon receipt of a project request, the V.C. of Technology will respond immediately to assign the appropriate ETS staff according to the requestor's schedule. TTFs will be updated on these requests monthly.
<i>Small Scale</i> Projects of this scope might include implementing a specialized application or information system or integrating a hosted application with other district systems.	1 week to 90 days	\$5,000 to \$20,000	Appropriate President's Cabinet	V.C. of Technology ETS Directors	Upon receipt of a project request, the V.C. of Technology and the ETS Directors will consider prioritization options at their weekly meeting and respond to the requestor within two weeks as to possible project timing. TTFs will be update on these requests monthly.

***The higher value between Effort OR Cost determines the scope of a project request**

Project Scope	Functional/Technical Effort *	Estimated Cost *	Approval	Prioritization	Timeline
<p><i>Medium Scale</i> Projects of this scope might include implementing a major new component of an existing system or a substantial modification or reconfiguration of an existing system.</p>	90 days to 6 months	\$20,000 to \$88,000	Appropriate President's Cabinet	Tech Task Force Senior Administrators	Upon receipt of a project request, the V.C. of Technology and ETS Directors will prepare an analysis of the project in regard to effort and cost to present to the appropriate Tech Task Force and Senior Administrators at their next regularly monthly meeting.
<p><i>Large Scale</i> Projects of this scope might include implementing a new or replacing an existing campus-wide or district-wide application or information system.</p>	More than 6 months	More than \$88,000	Appropriate President's Cabinet	Campus Tech Task Force ETAC Chancellors Cabinet	Upon receipt of a project request, the V.C. of Technology and ETS Directors will prepare an analysis of the project in regard to effort and cost to present to the appropriate Campus Tech Task Force and ETAC. Projects will be prioritized twice each year – at the end of the Fall and Spring quarters.

***The higher value between Effort OR Cost determines the scope of a project request.**