CENTENARY COLLEGE OF LA

CAPITAL BUDGET PROJECT REQUEST FORM as of 3 Jan 20 (page 1 of 3)

Please provide the following information regarding your project request:

Name: Michelle Glaros

Date: 1/16/2020 | 11:49 AM CST

Title: Biedenharn Chair of Communicat

Phone No: 8695264

Department: Communication Arts Program

Email Address: mglaros@centenary.edu

SCOPE:

Building and Room No (s): TAC Multimedia Mac Lab

Briefly Describe Project: Replace 3 aging computers with iMac Pros (this is a planned cycle).

Type of Project:
(check all that apply):

☐ Office Renovation   ☐ Classroom   ☐ Landscaping

☒ Lab Renovation   ☐ Residence Hall   ☐ Building Repairs

☐ Feasibility Study   ☐ IT   ☒ Deferred Maint.

☐ Other (please describe)

SCHEDULING/COST:

Requested   Completion Date: July 1, 2020   Est. Cost: 15,000

AUTHORIZED SIGNATURES:

	Signature	Date	Print Name
IT Related Approval: For IT purchases	*Scott Merritt*	2/17/2020	Scott Merritt
Facilities Approval: Building renovations/modifications	*Chris Sampite*	2/17/2020	Chris Sampite
Department Head:	*Michelle Glaros*	1/16/2020	11:54 AM CST	Michelle Glaros
Vice President:	*Karen Soul*	2/17/2020	Karen Soul

(Forward to VPFA@centenary.edu **)**

Date of Cabinet Approval _____

F/O/A/P: _____/_____/_____/_____

PROJECT REQUEST FORM (page 2 of 3)

Please provide the following additional information regarding your project

All new project requests must be approved by the Cabinet and be included in the FY 21 budget before work can begin.

To facilitate the project review process, the following questions in this two-page Appendix are now required to accompany all new Project Request Form (PRF) submissions. The Appendix is an opportunity for you to explain the significance and value of the project you wish to pursue for your Department. The questions listed below are questions that must be answered for each new PRF. Incomplete forms will not be included in the capital budget schedule.

If your answers are unable to fit in the space allotted below, please feel free to provide the information in a separate document attached with your PRF submission or in an email accompanying your submission.

Q1. What is the intended funding source of this project?

Capital Budget Funds ☒ ☐ **Operating Budget Funds**

Specify: This is a capital request for items that used over a 3 year period.

Q2. What is your overall estimated cost for this project? If this PRF is for a preliminary/feasibility study for a larger project, please include your best estimate of what the larger project will cost. Please do *not* answer this question with "TBD" or "unknown" or "request an estimate" or a similar type of response. $: 15,000

iMac Pros are priced by Apple at $5,000 per unit.

Q3. What is the academic need or business need that this project will fulfill?

These computers will be used for digital film editing, new media and graphic design, and podcasting production. They must be robust enough to run Avid Media Composer and the Adobe Creative Suite and of processing HD (high definition) and UHD (ultra high definition) media files for at least 3 years.

Facilities Director's Comments

IT Director's Comments

PROJECT REQUEST FORM (page 3 of 3)

Please provide the following additional information regarding your project

Q4. What are the current limitations of the existing space? (In other words, why is this project request necessary?)

> The aging computers in the lab are no longer capable of reliably running Avid Media Composer and Adobe Creative Suite software or of processing HD and UHD digital film files.

Q5. Why is it important that this project happen *this FY* (as opposed to happening in a future FY)?

> These new computers are needed to deliver the Communication Arts Program curriculum in FY2021 and AY20-21.

Q6. Does this project request support a new initiative, new position, or new employee? If yes, please briefly describe and include the names and positions of the new hires/candidates if known at this time.

> No.

Q7. If this project request is not approved, what effect will this have on your operation?

> We will be unable to offer core major classes and students will be unable to graduate on time.

Q8. Is this a one-time annual cost? **YES** [x] **NO** [ ]   If NO, will it require additional on-going annual funding and do you have those funds and VP support for those annual costs? **YES** [ ] **NO** [ ]