

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: 1/21/2020 | 9:59 AM CST
Biedenharn Chair of Communicat Phone No: 8695264
Title: Communication Arts Program Email Address: mglaros@centenary.edu
Department: _____

SCOPE:

Building and Room No (s): JAC 305

Briefly Describe Project: Replace/upgrade aging computers in the JAC 305 multimedia lab.

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: 7/1/2020 Est. Cost: 25,000

AUTHORIZED SIGNATURES:

IT Related Approval: Scott Merritt / 2/11/2020 / Scott Merritt
DocuSigned by: Signature Date Print Name
For IT purchases
Facilities Approval: Chris Sampite / 1/30/2020 | 9:08 AM CST / Chris Sampite
DocuSigned by: Signature Date Print Name
Building renovations/modifications
Department Head: Michelle Glaros / 1/21/2020 | 10:01 AM CST / Michelle Glaros
DocuSigned by: Signature Date Print Name
Vice President: Karen Soul / 1/30/2020 | 6:49 AM PST / Karen Soul
DocuSigned by: Signature Date Print Name

(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 planned replacement (3 year cycle).

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. \$: 25,000

I have obtained a quote from IT for replacing the computers in this lab. We can reuse the monitors in the lab and need only replace the CPUs.

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

We use this lab to deliver Communication Arts Program courses. It houses and makes available the Adobe Creative Cloud software and allows students to master the PC platform. We need this lab to function properly to deliver the Communication Arts Program curriculum.

The lab is also used by other departments as well.

No facilities work necessary.

IT Director's Comments

PROJECT REQUEST FORM (page 3 of 3)

APPENDIX

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 computers in the lab are aging and struggling to run the necessary software.

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

This replacement and upgrade has already been postponed for a couple of years and cannot wait any longer.

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 fully deliver the Communication Arts Program's curriculum and students' progress toward graduation will be interrupted.

Q8. Is this a one-time annual cost? YES 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