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:	Scott Merrit	Date:	2/13/2020
Title:	IT Director	Phone No:	5708
Department:	IT	Email Address:	smerritt@centenary.edu

SCOPE:

Building and Room No (s):

Briefly Describe Project: Replace outdated Core Network Switch and Wireless Equipment

Type of Project:
(check all that apply):

- [ ] Office Renovation
- [ ] Classroom
- [ ] Landscaping
- [ ] Lab Renovation
- [ ] Residence Hall
- [ ] Building Repairs
- [ ] Feasibility Study
- [x] IT
- [ ] Deferred Maint.
- [ ] Other (please describe)

SCHEDULING/COST:

Requested Completion Date: 06/30/2021   Est. Cost: 200,000

AUTHORIZED SIGNATURES:

	Signature	Date	Print Name
IT Related Approval: *For IT purchases*	*Scott Merritt* (DocuSigned by)	2/13/2020	Scott Merritt
Facilities Approval: *Building renovations/modifications*	*Chris Sampite* (DocuSigned by)	2/13/2020	Chris Sampite
Department Head:	*R. Blue* (DocuSigned by)	2/13/2020	Robert Blue
Vice President:	*R. Blue* (DocuSigned by)	2/13/2020	Robert Blue

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

Date of Cabinet Approval _____

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

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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: Capital funds are needed to adress estimates

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. $: 200,000

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

The existing network core is 10 years old. It has reached EOL and parts are having to be acquired on 2nd hand market. In addition, multiple applications are requiring throughput that the current core can't provide, e.g, video cameras at residence halls. A new system would provide for all current and future needs over the next 5 years.

The college's current wireless system is over approx. 5 years old. In order to meet GLBA compliance, we need a new system that will allow for better security controls as recommended in audit and provide consistency with our users.

Facilities Director's Comments:

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?)

N/A

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

Will not be able to upgrade cameras on residence hall.

Unable to segment wireless as mentioned in BKD GLBA audit report

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.

N/A

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

The College risks faculty and students leaving by not providing tools that are necessary for them in their careers. In addition, we jeopardize security by not having adequate throughput to produce good quality video from residence halls.

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** ☐

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