

Student Technology Fee  
Infrastructure Request Form  
Fiscal Year 2016-17  
Northwestern State University of Louisiana

**ALL BLANKS MUST BE FILLED COMPLETELY**

Prepared by: \_\_\_\_\_ STAT \_\_\_\_\_ For: \_\_\_\_\_ Campus Community \_\_\_\_\_

Department/Unit: \_\_\_\_\_ STAT \_\_\_\_\_ College: \_\_\_\_\_ NSU \_\_\_\_\_ Campus: \_\_\_\_\_ NSU \_\_\_\_\_

Which NSTEP Goals/Objectives does this project meet? \_\_\_\_\_ 1 - 9 \_\_\_\_\_

Requested equipment will be located/installed/housed? Building \_\_\_\_\_ Room \_\_\_\_\_

Are department property policies and procedures in place for requested equipment? \_\_\_\_\_

Which individual will be responsible for property control of the requested equipment?

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Proposal Requested Amount: \$ \_\_\_\_\_ 126,604.75 \_\_\_\_\_ Budget Attached (circle one): YES/NO

Proposal delivered to Student Technology located in Watson Library, Room 113. Date \_\_\_\_\_

**The proposal must include all specifications, description, model number, quotation, cost, state contract number, and vendor for each item. If the proposal does not include all requested information, it will be returned to requestor.**

1. Describe target audience.

All students enrolled through Northwestern State University. This equipment will be utilized for all Northwestern State University campuses. Wireless upgrades will provide better service to our students in high traffic areas across campuses.

2. Describe project/initiative for which you are requesting funds.

To purchase switchgear and wireless equipment to upgrade the current infrastructure.

3. State measurable objectives that will be used to determine the impact/effectiveness of the project.

To purchase switchgear and wireless equipment to upgrade the current infrastructure.

4. Indicate how each project objective will be evaluated.

The effectiveness of the items purchased will be measured by student usage.

5. If funded, which NSTEP <http://www.nsula.edu/nstep/NSTEP.pdf> objective(s) will this funding of this project advance. How will funding of the project advance the University and College/unit technology plan?

Objectives 1 – 9 will be enhanced.

6. Provide a justification for funding of this project. Estimate the number of student that will be served per academic year and in what ways. Please indicate also any unique needs of the target group.

This project will directly affect numerous students. The upgrade will enhance student usage and assist the campus community with connectivity

7. List those individuals who will be responsible for the implementation of the project/initiative and indicate their demonstrated abilities to accomplish the objectives of the project.

Jennifer Long, Instructional Technology – will serve as project manager

8. Describe any personnel (technical or otherwise) required to support the project/initiative.

Instructional Technology along with the IT department will be provide all technical support necessary.

9. Provide a schedule for implementation and evaluation.

Funding – November  
Purchase – November/December  
Installation – Spring Semester

10. Estimate the expected life of hardware and software. Explain any anticipated equipment/software upgrades during the next five years.

The equipment has a life span of 5 years.

11. Explain in detail a plan and policy that will be in place to ensure property security/controls for any equipment received through a Student Technology Fee.

If you are requesting equipment that will be either/or checkout to students or moved within the department, you must provide a checkout/loan policy.

The department will adhere to policies in place by the university.

12. Attach a detailed budget.