Information Technologies’ Software Development Planning Checklist

Background

To enable higher quality of service, Information Technologies strongly encourages academic departments to consult with us early in the planning phase of any classroom computer technology initiative, including the purchase of discipline specific software. By working together, Information Technologies believes that potential compatibility and implementation problems can be minimized.

Process and Considerations

As you evaluate discipline specific software options, Information Technologies will need the following information to ensure that new software can be installed properly (and legally):

1. **Location:** Where will the software be deployed? How will students and faculty members access the software? How will this software integrate with your other applications and technology development plans?

2. **License:** The licensing agreement that you purchase must account for each workstation installation or each user access. Information Technologies cannot support partial installations in computing labs. When purchasing software for lab use, licenses must be purchased for each machine. Departments are responsible for tracking and maintaining department-specific licensing agreements.

3. **Demo:** Information Technologies will make every reasonable effort to ensure that your specified software will run in WSC's computing environment; but because of security and configuration concerns, as well as variations in software quality control, we cannot guarantee that the software of your choice will be usable at WSC. In order to support your software needs, Information Technologies strongly recommends that you arrange for a demonstration copy of the software for local testing purposes.

4. **Timeline:** Information Technologies needs to know when you anticipate that you will need to use the software. Please budget into your timeline adequate time for testing and evaluation; while we understand that exceptional situations will occur, we cannot guarantee that we can accommodate last minute software installation and configuration requests.

5. **Administrative Responsibility:** Most discipline specific software requires some academic expertise on its final configuration and use. Information Technologies will work with you on the initial installation of your specialty software; additionally, Information Technologies can provide consultation service regarding PC and network issues. Information Technologies cannot, however, provide instructional support on how to use specialty software. Academic departments are strongly encouraged to identify a member who will assume administrative responsibility for specialty academic software. This responsibility includes tracking and maintaining licensing, tracking product updates and patches, developing necessary user support options, and serving as the primary point of contact with Information Technologies.