

**Brock University  
Information Technology Services**

**Schedule 8 – ITS Project Request Form**

**FAQs**

**What is the purpose of this form?**

In the same way a Schedule 7 for renovations provides Facilities Management with notice of work to be done and ensures that the work will be properly executed and funded, the Schedule 8 notifies ITS of your intention or request to deploy or create technology that changes the University's technical infrastructure, and it ensures ITS is able to support your objectives in a way that meets standards, coheres with strategic directions, is secure and cost-effective, and can be properly prioritized given existing resources.

**When is a proposal needed?**

This form should be submitted by a department that is planning or requesting "significant" IT-related work (a project) in the upcoming budget year.

*Examples:*

Not requiring a submission	Requiring a submission
Purchasing a new printer or computer.	Planning to deploy computers to a new teaching lab.
Research-related purchases.	Administrative infrastructure purchases (e.g. database systems, server clusters, storage arrays.)
Creating an online survey or Web site using existing facilities.	Purchasing, developing or contracting with a provider or developer for an online survey system or Web site.
Obtaining a data file from ITS.	Expanding the data warehouse with an additional data source.
Adding a new channel to my.brocku.ca	Rebranding the my.brocku.ca portal.
Changing the functionality of a function within an administrative system (e.g. Change Earnings Statements function)	Rewriting a major piece of an administrative system.
Creating a report from institutional data.	Creating a business intelligence dashboard with key performance indicators.

If you are unsure as to whether a Schedule 8 submission is required for work you are contemplating, please contact Andy Morgan, Project Manager ([andy.morgan@brocku.ca](mailto:andy.morgan@brocku.ca)) or at extension 4760.

### **Does every request for ITS services need to start with a Schedule 8?**

No. A Schedule 8 is the trigger for ITS project review and is the entry point for any initiative that will develop sufficient complexity, cost or time commitments to be called a project. Not every ITS service request is a project request. However, all projects that have a technology component require submission of a Schedule 8.

### **Can I submit more than one request?**

Yes. However, multiple requests must be prioritized. If an Administrative Department or a Faculty is submitting more than one request, the requests must be ranked on the form in order of priority (1, 2, 3 etc).

### **Does a government requirement involving data or technology need a Schedule 8?**

Yes. A Schedule 8 is the trigger for ITS project review and is the entry point for any initiative that will develop sufficient complexity, costs, or time commitments to be called a project. Government requirements are mandatory and will always be given priority over other work, but all projects must start with a Schedule 8 submission.

### **Can proposals be submitted at any time throughout the year? If I can't meet the deadline, can I submit my request after that time?**

Yes, Schedule 8s can be submitted throughout the year. However, since Schedule 8s form the basis of ITS's planning and budgeting for the next fiscal year, it is important that we receive your submissions before March if you want your project to have the greatest likelihood of being undertaken in the coming year. Schedule 8s that are received after March will be assessed for priority after their submission and may or may not be undertaken in the coming fiscal year.

### **Who reviews the proposals?**

Your Schedule 8 submission initiates a process that aims at ensuring the best possible outcome for both your unit and the University as a whole. The ITS project team will review your requirements with you and will form a detailed Project Brief, outlining the business case for the project as well as the scope and preferred approach. Where similar requests are submitted from different units, a more comprehensive solution may be proposed with input from a larger group of stakeholders. ITS will then prioritise all requests for new work and present a recommendation to the IT Steering Committee (new this year), consisting of the Provost, VP Finance and Administration, AVP Academic, one representative from among the Deans, the Chair of Senate Information Technology & Infrastructure (IT&I) and the Executive Director, ITS.

### **How frequently will requests/proposals be reviewed?**

New Schedule 8s are reviewed at the Information Technology Services Project Review Team meetings which are held monthly. If a request is deemed to be urgent then the PRT will review the Schedule 8 immediately.

### **What happens after a proposal is submitted?**

Submissions will be initially reviewed by the Project & Administrative Support Office. An ITS Business Analyst will contact you to obtain additional information in order to prepare the initial project estimate. All

submitters will be informed regarding the status of their submission once determinations have been made.

### **How do I request operating funds associated with the project?**

A request for funding in support of a project must be submitted directly to the Finance Department on a Schedule 5 form or absorbed by the requesting department's operating budget. The "Schedule 8 – ITS Request Form" is not to be used to request operating funds. However, submitters of the Schedule 8 must indicate on the form whether funding exists for the proposed work or whether a Schedule 5 is being submitted to request funding.

### **Do I have to fill out all fields of the form?**

Yes, all fields must be fully completed to the best of your knowledge.

### **How do I obtain a budget estimate for my project request?**

The cost of ITS projects is sometimes difficult to determine. If you have budgetary estimates for any aspect of the project, please indicate this in your Schedule 8 submission. However, a project budget will be determined as part of the review of the submission. A project manager may contact the requestor to obtain additional information in order to prepare the project estimate.

### **Can I attach additional information?**

Yes, you are encouraged to send any additional information that you feel pertinent to your application to [itsprojects@brocku.ca](mailto:itsprojects@brocku.ca) or send via inter-office mail to the Project and Administrative Support Office in Information Technology Services. In particular, information that would assist in the preparation of the estimate would be helpful.

Where can I find the Schedule 8 online form?

To access the Schedule 8 online form you will need to follow these easy steps:

- 1) login to the Brock University portal ([my.brocku.ca](http://my.brocku.ca)).
- 2) Open the "My Work" tab
- 3) Click on the "Brock DB – Menu" link
- 4) Click on the "ITS Menu" link
- 5) Click on "Schedule 8"
- 6) Then click "New"

### **I have a question that was not answered here. Whom do I contact?**

Please contact the manager of the Project Management Office, Andy Morgan at [andy.morgan@brocku.ca](mailto:andy.morgan@brocku.ca) /extension 4760