Ouachita Baptist University
Software/Hardware Acquisition Questionnaire

1. Please give a brief description of project:

2. The key goals of the project:

3. Projected deadline:

4. Key vendor contact information: please include Name, title, email address, phone, fax number and website.

5. Who is the assigned internal project coordinator?

6. Budget for the project (Break it out in the following categories)
    a. Hardware
    b. Software
    c. Installation
    d. Training
    e. Yearly/Recurring costs, ie. maintenance fee, license renewals, etc.
    f. Estimated life before a hardware/software upgrade will be needed

7. Detailed software information
    a. Is this a new install or upgrade?
    b. If it is an upgrade what is the current version we have and what is the new version?
    c. Please list any additional software components that are needed. If they are to be purchased from a different vendor please provide the same contact information and version number as for the primary software installation.

    d. List any prep work that you know of that must be complete prior to the installation.

    e. Is the vendor to provide training? If so, what is the scope of the training?

8. Detailed hardware information
    a. Please list the hardware specifications provided by the vendor.

    b. Will hardware be provided by the vendor or will IT Services order the hardware.

    c. Number licenses needed.

9. List all of the key milestones you know of for the project

10. Will the installation be done by the vendor or from one of the IT Services staff members? If vendor, please provide the installer's contact information.

11. Are there plans for a maintenance agreement? If yes, what are the terms? If no, explain why.

12. Will your main support contact be with the vendor or IT Services.

13. How mission critical will this application be to your department if it should go offline for a period of time?

14. Has Disaster Recovery been planned or discussed? If so, please give details.