

On-Campus Considerations Worksheet

Before you start evaluating your technology options, you have to get your own house in order. If you're considering dipping your toe into the market, that means you have a gap in your services that needs filling. Now, you're about to embark on a project to fill that gap. Thinking about it in that way is the first step to making sure that anything you invest in will be successful.

Use this worksheet to help you think through these considerations.



Your Goals

Who on your campus are you trying to serve? What are the gaps you are trying to fill? What goals are you trying to accomplish with this project?

Use this section to identify the stakeholders this project will serve. Try to think about the internal stakeholders as well.

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Use this section to clearly and concisely identify the needs you are filling with this project.

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Use this section to write down the goals you have with this project. Yes, it may seem self-explanatory after the last section but think more deeply about these goals beyond just filling a gap or meeting an expectation. How can this project anticipate the future?

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Campus Relationships

Who else on your campus could benefit from this project? What offices might also be serving these same stakeholders and could contribute to this project?

Use this section to list out other offices who may be serving the same stakeholders in a similar way. For example, if connecting students and alumni is your goal, are there academic departments that invites guest speakers to classes frequently?

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Resources

What resources (budget, time, staff, etc.) are you putting behind the project? What resources will this project save over the long run?

Use this section to list out the resources you intend to put behind this project. Be as specific as possible and try to use numbers.

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Use this section to think ahead to what resources this project will possibly save. Be as specific as possible and try to use numbers.

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