

**Glenwood CSD
IT Department**

Large Technology Project Procedure

(More than 5 Computers)

It is the Information Technology Department’s aim to help with all staff’s technology needs, district wide. In an attempt to help alleviate unwanted stress and unnecessary time, the IT Department is setting forth a new procedure for larger IT projects. Larger IT projects will take approximately 10 weeks from start to finish. Please read the outline below.

I. Written Intent and/or Objective For The Project1 – 2 Weeks

A Detailed Plan of the Project includes:

- Copies of All Paperwork
- Websites Involved
- Staff Members Involved
- Contact Information of All Necessary Vendors
- Hardware Requirements/Specifications
- Software Requirements/Specifications
- Network Requirements/Specifications
- Training Plan & Schedule
 - IT Department Training
 - Staff Training
 - Student Training
- Detailed Timeline Requirements

II. Proposal Budget3 – 5 Days

A Detailed Plan of the Budget includes:

- Hardware
- Software
- Technical and Network Updates
- Training

III. Technical IT Staff Assigned1 – 2 Days

IV. Implementation Timeline3 – 4 Weeks

V. Training2 Weeks

VI. Review & Analysis 1 Week