APPENDIX III

Arapahoe Community College
Technology Support Services
Computing Needs Worksheet Instructions

Please read the following if you are requesting to purchase new computing technology, upgrade exiting technology or adjust your user level category.

1) To better understand your needs, complete the Computer Needs Worksheet attached. The worksheet can also be completed electronically and printed from the campus Intranet. If you are unsure about technical requirements, please contact Technology Support Services at ext. 3199 or email bnewman@arapahoe.edu to seek assistance.

2) After approvals by your supervisor, dean or director, return the Computing Needs Worksheet to Buz Newman. Technology Support Services staff will process your request.

If you are requesting NEW equipment
   a. If you are requesting a new computer or other equipment, you will receive a completed Purchase Request (PR) form listing the price as well as the specifications on the computer, software or other equipment most appropriate to your needs.
   b. Add your budget code to the top of the PR. Obtain appropriate signatures on the form and return to Purchasing.
   c. Purchasing will notify Technology Support Services staff when your equipment arrives. Computers will be unboxed and loaded with requested software. All equipment will be tagged for identification purposes.
   d. You will be notified by Technology Support Services to schedule at time for installation.
   e. At time of installation, equipment being replaced will be removed from your office and become part of the College’s Cascade Plan.

If you are requesting an UPGRADE or REPLACEMENT of existing equipment
   a. You will be notified of the availability of equipment that most adequately meets your needs.
   b. For computer upgrades, you may be asked to cover the costs of memory upgrades or specific software licenses.
   c. Based on availability, you will be notified by Technology Support Services to schedule a time for installation.
   d. At time of installation, equipment being replaced will be removed from your office and become part of the College’s Cascade Plan.
Arapahoe Community College
Computing Needs Worksheet

Requestor’s Name: ____________________    Title: ____________________
Division/Department: ________

Approved by (Administrator): __________________________ Date: ____________

SECTION 1: USER INFORMATION
The primary user(s) of hardware/software is:
Name(s) ____________________________________________
Location _____________________ Number of Units _______________

This request is for
☐ Hardware AND Software    ☐ Hardware ONLY    ☐ Software ONLY    ☐
Change in User Level
(Omit section #4) (Skip to section #3)

(Omit section #4)

SECTION 2: SOFTWARE
A. The requested software is (specify name, manufacturer & version):
________________________

☐ Please recommend.
The software is required to perform what specific function? ____________
How many persons will use this software? ____________________________
The software that is currently available on campus does NOT meet our needs because (explain):
________________________________________________________________________

SECTION 3: USER LEVEL ASSESSMENT
A. Estimate the weekly percentage of time you use each of the following application software:
☐ Word _________ hrs    ☐ IExplorer/Netscape_ hrs    ☐ AutoCad _____ hrs
☐ Excel _________ hrs    ☐ Reflection_______ hrs    ☐ Visual Studio __ hrs
☐ PowerPoint _______ hrs    ☐ Liberty _________ hrs    ☐ PageMaker ___ hrs
☐ Access _________ hrs    ☐ Blackboard _______ hrs
________________________________________________________________________

B. Explain unique hardware needs___________________________________________
Based on this needs assessment, I am requesting the following user level categorization:
☐ User Level 1  ☐ User Level 2  ☐ User Level 3  ☐ User Level 4

SECTION 4: HARDWARE
(This section will be completed in collaboration with Technology Support Services)

A. The requested hardware is a computer workstation:  ☐ Intel (Windows)  ☐ Macintosh
   Processor: ________
   RAM: ___________
   Hard Disk: ________
   Other installed devices: __________________________
   ☐ Please recommend.

B. The requested hardware is a peripheral device ONLY:  ☐ Printer  ☐ Aux. Storage
   ☐ Other: ______
   Specify make/model number: ________________________________
   ☐ Please recommend.

C. This request is for
   ☐ NEW EQUIPMENT  ☐ REPLACEMENT OF EXISTING EQUIPMENT  ☐ UPGRADE OF EXISTING EQUIPMENT
   Justification:
   ☐ New Hire
   ☐ Broken cannot be repaired
   ☐ Equipment no longer matches my user level (explain)
   ☐ Change in User Level (explain)

Requests for printers

D. If this request is for a printer, estimate the following:
   How many pages per day will be printed ________? By how many persons daily ________?
   What percentage of the printing will be the following?
   - Text (word processing, spreadsheets, database reports etc.) ______ %
   - Graphics (Art work, desktop publishing, etc.) ______ %
   - Long reports or documents (more than 50 pages) ______ %

Requests for auxiliary disk storage devices (e.g., Zip Drives, Writable CDs)

E. If this request is for auxiliary disk storage, estimate the following:
   What is the expected volume and source(s) of the files to be stored?
   How much auxiliary storage is needed ______? By how many persons ________?
   How often is additional storage required (daily, weekly, monthly, end of quarter etc.) ________?
   What percentage of the auxiliary storage will be the following?
   - Commercial Software or Databases ______ %
Commercial Graphics & Clip Art Collections ________%  
User developed graphics (presentations) ________%  
User developed databases ________%  

Current ACC Software Suites:

<table>
<thead>
<tr>
<th>Windows</th>
<th>Macintosh</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Operating Systems:</strong></td>
<td></td>
</tr>
<tr>
<td>Windows 2000, Win 98, Win 95</td>
<td>Macintosh System 8.x</td>
</tr>
<tr>
<td><strong>Application Programs:</strong></td>
<td></td>
</tr>
<tr>
<td>Office 2000 Pro</td>
<td>MS Office Version 4.0</td>
</tr>
<tr>
<td>Includes Word, Excel,</td>
<td>Includes Word, Excel &amp;</td>
</tr>
<tr>
<td>PowerPoint</td>
<td>PowerPoint</td>
</tr>
<tr>
<td>Access, Outlook, Internet</td>
<td></td>
</tr>
<tr>
<td>Explorer 5.x</td>
<td>Internet Explorer 5.x</td>
</tr>
<tr>
<td>Netscape Communicator 4.x</td>
<td></td>
</tr>
<tr>
<td>Publisher 2000, FrontPage</td>
<td>Netscape Communicator 4.x</td>
</tr>
<tr>
<td>Reflection 8.0</td>
<td>Liberty 6.0</td>
</tr>
</tbody>
</table>