**Paper #**

**For the Consideration of the Digital Campus Sub Committee**

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| **Business Case Executive Summary** | | | |
| **Title and Proposal Code:** |  | | |
| **Proposal Definition:** |  | | |
| **Project Duration:** | **Start Date** | **End Date** | **Duration** |
|  |  |  |
| **Estimated FEC of Project:**  **(including VAT)** | **Core Funding Contribution** | **Department Funding Contribution** | **New Funding Required** |
|  |  |  |
| **Estimated**  **On-going Annual Resource Requirements Following Project Completion:** | New service delivery resources | |  |
| Resources for enquiries and training | |  |
| Annual licensing costs | |  |
| Development resources for software upgrades | |  |
| Resources for infrastructure maintenance | |  |
| Recommended system replacement timeframe | |  |

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| **Guidance for Digital Campus Sub Committee Members** | | | | | | | | |
| **Case Type:** | Strategic |  | Tactical |  | Software |  | Other |  |
| **Intended Outcome:** | To approve the project | | | | | | |  |
| To approve funding from the ISC budget | | | | | | |  |
| To approve to go to ISC for consideration | | | | | | |  |
| Project approved. For noting and comment. | | | | | | |  |
| **About the Paper:** |  | | | | | | | |
| **Date Submitted:** |  | | | | | | | |

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| --- | --- |
| Software Licence Proposal for: | |
| 1. Proposer Name: |  |
| 1. Proposer Department: |  |
| 1. Date: |  |
| 1. Software Name: |  |
| 1. Brief description of what the software will be used for and who will use it: |  |
| 1. Current Numbers of users by user group: |  |
| 1. Current Numbers of users by Faculty/Department: |  |
| 1. Anticipated growth in user numbers following a site licence agreement: |  |
| 1. Current cost to the University for this software: | Site licence cost:  Cost per single licence: |
| 1. Costs/pricing plan details involved in the proposed license deal: |  |
| 1. Terms and conditions of the proposed licence deal: | Is this a one-off cost or are there recurring costs?  Can the software be installed on personal equipment?  Can staff and students access the software?  How does authentication work?  Any other terms and conditions to note? |
| 1. Do the terms and conditions cover the requirements for all user groups? |  |
| 1. Software that was compared: |  |
| 1. User requirements matrix that was used for comparison: |  |
| 1. Cost/Benefit comparison: |  |
| 1. What built-in accessibility features exist ?   Please comment on Magnification, Text to Speech, Navigation, Display and Images |  |
| 1. Where users would find the accessibility documentation? |  |
| 1. Which assistive technologies has the system been tested with? |  |