

Technology Review Board Proposal, 10/23/2019

Mission

The Technology Review Board (TRB) provides consultation, guidance and cost-effective resource management for potential additions, changes or enhancements to technology hardware, software and services at the University of Tennessee at Chattanooga. The TRB achieves this through:

- Evaluating project proposals for technology hardware, software and services and submitting recommendations for solutions;
- Evaluating project proposals to reduce duplication of existing hardware, software and services;
- Spreading awareness of existing or proposed hardware, software and services;
- Fostering campus-wide adoption of and collaboration on new or existing hardware, software and services.

Composition and Assignment

The Technology Review Board is chaired by an appointed representative of the CIO, with an associate chair appointed by Academic Affairs. The remaining committee will consist of representatives from:

- Procurement and Contract Services
- Information Technology
- Academic Affairs
- Other divisions on an *ad hoc* basis depending on the nature and scope of the project or request

Review Process

The Technology Review Board is a standing committee that receives project proposals or requests for consultation at any point during the fiscal year. The TRB convenes as needed.

The TRB assesses proposals and requests against technical, budgetary and personnel dimensions of solutions against standards, specifications and guidelines.

Sponsors of project proposals or requests will submit those requests to the CIO, who will forward them to the TRB as necessary. The TRB chair and associate chair may consult with sponsors of proposals or requests to ensure completeness and accuracy; the TRB chair will then route the proposals or requests to the full committee for review and assessment. The TRB may ask additional stakeholders or experts to participate in their evaluation.

Upon completion of its review, the TRB will forward its recommendation to the CIO for discussion with the originating body or sponsor for that project. Possible recommendations of the TRB are endorsement of the sponsor's proposed solution (e.g., purchase of specific hardware or software), adoption of a solution proposed by IT (e.g., purchase of IT-endorsed hardware or software), or some further action on the part of the sponsor (e.g., RFQ, RFI, RFP, or feasibility study). The TRB will document its recommendations or outcomes in monthly reports to the CIO.

Service Expectations

For consultation requests, the TRB will meet with and assist sponsors within two weeks of receipt. In the event that a large backlog of proposals or requests prevents the TRB from meeting within two weeks, the chair and associate chair will work with sponsors to adjust expectations of time.