Douglas County School District

Information Technology Services

TRAC (**T**echnology **R**eview **A**doption **C**ommittee) Process

April 26th, 2004

1 Technology Adoption Strategy Phase

- Needs Analysis
- Research solutions
- Funding source defined
- Alternative technology reviewed

Resources Available:
- ITS
- Other Departments / Schools
- Vendors
- Other Districts/Businesses
- Stakeholder feedback

2 DCSD Technology Alignment Phase

Is proposed technology a DCSD Standard?

Review TRAC's approved standards on District Web Site:
- Hardware
- Software
- Approved Projects in progress

No - Technology not listed as a DCSD standard. Proceed with TRAC Evaluation Phase.

Yes - Technology is listed as a DCSD standard. Coordinate proposed project with ITS utilizing the SDLC (System Development Life Cycle) methodology.

3 TRAC Evaluation and Approval Phase

Prepare project information with Technology mentor for TRAC review.

Answer any questions about project at scheduled monthly TRAC meeting.

Projects will be evaluated using the Project Review Criteria.

Project Review Criteria:
- Description
- Cost / Funding
- Implementation
- Technical Details
- Testing
- Training
- Support /Maintenance

- **Approved** projects will be submitted to CIO for final approval.
- **Denied** Projects will be suppied with documentation indicating reasons for non approval.
- **Pending** status will be issued for projects needing additional information.

4 TRAC Monitoring Phase

Project performance Indicators will be defined and monitored for all CIO approved projects.

DCSD Technology Standards will be updated regularly with proven solutions.