**WMU Office of Information Technology**

**Product Review Checklist**

***Please fill in this form, save, and email a copy to oit-productreview@wmich.edu***

**Sponsoring WMU Unit**

Person/Department making request:

Name of Executive Sponsor:

Name of Functional Leader:

Name of Technical Leader:

Name of LAN manager:

Additional WMU contacts, including any participating OIT directors:

Name of the product:

**Requirements**

Where will hardware be housed?**[ ]** OIT**[ ]** In-house [ ]  Hosted Solution - Explanation:

Network needs—ports, speeds, etc.:

Physical size of space needed to house hardware:

Rack/Units:

Power requirements:

Backup requirements:

Disaster requirement needs or expectations:

Firewall rules: Access required from outside? **[ ]** Yes **[ ]** No

What applications on campus have you explored before considering this product:

If so, where and by whom:

If there are other applications available on campus, please explain why you are requesting this additional product:

**Vendor**

How long has vendor been in business:

If applicable, what version of the product are they on:

How frequently are software releases:

How frequently are maintenance upgrades:

**Data Specification**

Information provided below will be reviewed for determination of information system type, according to the [Information Technology Acquisition Policy](http://wmich.edu/it/policiestechnologyacquisition). You may be contacted with additional questions for clarification pertaining to the products collection and use of data.

Does the product collect data: **[ ]** Yes **[ ]** No

For what purpose will this data be used:

Could this data be used in support of the core business functions of the university (i.e. Student Information System, Payroll, Financial Aid, etc.): **[ ]** Yes **[ ]** No

Does the product principally support only your department, unit, or one function, which requires minimal integration with university data: **[ ]** Yes **[ ]** No

Will Data be required from university core systems (i.e. Banner, PeopleSoft, LDAP, Active Directory, etc.) to be imported into the product: **[ ]** Yes **[ ]** No

Will data be exported to university core systems: **[ ]** Yes **[ ]** No

How often:

Explain:

Who will provide the data to be imported/exported and what tools will be used to do so:

Could the product provide University-wide access to the data collected: **[ ]** Yes **[ ]** No

Are the data stored within the product standardized for report writing, analysis, querying, or mining: **[ ]** Yes **[ ]** No

How will data be made available to the University:

**Document, either below or by sending additional information to oit-productreview@wmich.edu, data specifications for data that will be extracted from existing systems and for new data that will be created/collected by the proposed product.**

**Data Security and Authentication**

Is the data stored within the product a security risk (i.e. FERPA, HIPAA, PHI) if it were to be compromised, lost, or stolen: **[ ]** Yes **[ ]** No

Is a digital certificate(s) required:**[ ]** Yes**[ ]** No **|** Explanation:

Will this product be storing University data:**[ ]** Yes**[ ]** No **|** Explain:

If so, which category of data, as defined by the data classification policy: [ ]  Restricted/Confidential [ ]  Internal [ ]  Public

Have internal auditors been involved to establish any possible PCI compliance guidelines, if needed:

Check which authentication system this product will require access to (if applicable):

**[ ]** ActiveDirectory **[ ]** CAS **[ ]** LDAP  **[ ]** ShibbolethOther:

**Support**

Support expectations:**[ ]** Vendor**[ ]** OIT **[ ]** Institutional Research/Business Intelligence

Who will own product:**[ ]** Customer**[ ]** OIT **[ ]** Institutional Research/Business Intelligence

Service level agreement required between OIT and Customer:**[ ]** Yes**[ ]** No

Service level agreement required between Institutional Research/Business Intelligence and Customer: **[ ]** Yes **[ ]** No

Service level agreement required between Customer and Vendor?**[ ]** Yes**[ ]** No

**Testing**

Has any testing been done yet: **[ ]** Yes **[ ]** No

What testing is required:

Should a proof of concept be completed: **[ ]** Yes **[ ]** No

**Accessibility**

Has the product/service been reviewed for adherence to ADA compliance? [ ]  Yes [ ]  No

If software, has it been tested with the appropriate screen reader applications? [ ]  Yes [ ]  No