



BROWN

OFFICE OF FINANCIAL
STRATEGY AND PLANNING
Finance Division

Memo

To: Executive Committee
Directors and Department Heads
Budget and Finance Managers

From: Sharon P. Pitt, Vice President for Information Technology and CIO
Michael P. White, Vice President for Finance and Admin Svc's & Chief Financial Officer

Date: September 28, 2023

Subject: FY25 Budget Guidance - FY25 Technology Request Process Guidance

We are excited to share a new improvement to the budget development process that will support requests in the FY25 budgets for new technology systems, software and projects. This updated procedure will:

- give you expert consulting if you have a need, but aren't sure what technology can solve it;
- make sure your request has been considered against existing alternative systems, data security needs, added integration costs, and/or support requirements;
- give your request more detailed information to provide the best chance for budget approval;
- engage the IT Strategic Governance Committee, composed of members of the Brown community, in technology decision-making to add their support to your request; and
- streamline and accelerate your technology procurements and implementations that are ultimately approved through the budget process.

FY25 Technology Request Process Guidance

The Office of Financial Strategy and Planning (OFSP) and Office of Information Technology (OIT) are asking departments/units to submit requests for new and/or upgraded technology products, software or services **to be considered for review and approval in the FY25 budget, by October 25, 2023.**

Technology Requests should be made via the [Technology Request Form](#).

For this first year, **any requests below \$25,000 in total costs** (including the cumulative costs of a multi-year agreement) are exempt from this new Technology Request process. Requests below that total cost can be submitted via your standard FY25 budget process. Detailed examples of appropriate submissions – as well as exemptions to this process – are listed at the [Technology Request Process Guidance](#) site.

Submissions may include, but are not limited to:

- new large hardware and software purchases;
- on-premise and hosted services involving the sharing of University data;
- new services;

- professional service engagements;
- and major upgrades to existing services.

Next steps:

As you and your teams work to develop new initiatives, processes, and services or revise operational plans, please consider new technologies or expansion of technologies that may be required to support those efforts. In the event of a collaborative effort that has technology needs, please ensure that at least one collaborator submits a Technology Request to make sure the need is reviewed.

After OIT has completed contributions to your Technology Requests, the requests will be compiled for review by your senior leader and by a Strategic IT Governance Committee. Members of the Strategic IT Governance Committee will view requests holistically against criteria such as adding important new or improved functions, ease of use, data security and risk management, external compliance requirements, and existing technology reaching its end of support.

Going forward, all new technology services, software, and systems will be reviewed and assessed by OIT as part of Brown's annual budget process. This new process should be considered the primary mechanism for new technology requests for the coming fiscal year. We recognize that some requests (for example, those associated with faculty starting in FY25) will come after this process or the overarching budget process is complete. It will be possible to submit requests for technology review throughout the year on a case-by-case basis.

Timeline:

- September 28, 2023: FY25 [Technology Request Process Guidance](#) and [Technology Request Form](#) published.
- October 5, 2023: OFSP to host Open Forum to review Technology Request and other budget guidance. OIT will have representatives in attendance to answer questions.
- October 25, 2023: Technology Requests due to be considered for review and approval in FY25 budget process.
- December 2023 and January 2024: Technology Requests reviewed, prioritized, and sequenced by senior leaders and the IT Strategic Governance Committee.
- February 2024: Technology Requests approved by IT Strategic Governance Committee submitted for budget review.
- March/April 2024: Technology Requests reviewed by Brown leadership and, if approved, allocated to OIT and/or department budget based on IT Strategic Governance Committee recommendation.

Please contact OIT-Technology-Requests@brown.edu if you have questions about the new process.

OFSP will be hosting an **Open Forum on October 5, 2023 from 1-2 PM** as an opportunity to review the Technology Request guidance, preliminary FY25 budget guidance, and FY24 Fall Forecast guidance. OIT representatives will attend and answer questions that arise.

Thank you for taking the time to review this new process as we continue to streamline and improve technology requests.