

Service Description

Updated as of 2017-10-24

Service Logistics

Heading	Description
Service Category	Professional Services
Service Name	Designing Technology Enhanced Facilities
Aliases	Feasibility Study, New Spaces, TEC
Service Owner	Director of Service Management and Campus Technology
Process Owner	Manager of Campus Technology Services

Service Details

Heading	Description
Description	This service provides structural, technical, operational and financial evaluation of conceptual ideas for new or modified technology enhanced learning spaces and summary recommendations for proposed designs
Features and Benefits	<ul style="list-style-type: none">• Input and involvement from stakeholders and subject matter experts is solicited at the conceptual phase of a project, renovation or modification of a technology enhanced space• Subsequent requests are based on design specifications that have already been determined to be feasible• Structural, technical, operational and financial implications are identified for planning purposes
Included	<ul style="list-style-type: none">• A point person assigned from ITS to coordinate a feasibility review with stakeholders• Summary documentation including recommendations based on feasibility• Input and guidance for initiating follow-up requests that may be necessary
Eligibility	Faculty and Staff
Prerequisites	<ul style="list-style-type: none">• A basic idea, concept or request for a technology enhanced learning space

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Requesting the Service	Initiate request through the Information Technology Services (ITS) incident and request management solution portal or via it@framingham.edu
Related Documentation	<p>Feasibility Study Template: The purpose of this feasibility study is to evaluate the structural, technical, operational and financial implications of requests for new or modified technology enhanced learning spaces and then to make a summary recommendation based on the results. Appropriate recommended next steps may typically include initiating one or more requests based on the original concept – or some agreed alternative to the original concept. The other possibility is that the recommendation may be to defer taking any further action until it may be more prudent to do so later – due to structural, technical, operational and/or financial constraints. In most cases the feasibility study team will include personnel from Academic Affairs, Facilities, ITS and the Registrar. Other stakeholders and subject matter experts will be involved as needed.</p>
Fulfillment Target	Initial response to schedule a meeting will be within 2 business days of the request.