

**SPRINGFIELD COLLEGE**  
**Information Technology Services Department**

**COMPUTER DEPLOYMENT PLAN**

Introduction

This document will describe the purpose and objectives of the Information Technology Services Department's plan to deploy new technologies for the Springfield College community. These new technologies include hardware/software updates and replacement, as well as a new employee training initiative. Included herein is a draft of the proposed communication plan. These collective initiatives are referred to as the Computer Deployment Plan (CDP).

The Computer Deployment Plan (CDP) is a College-wide plan designed to control computing costs and to increase the efficiency and effectiveness of support for personal computing at the College. The purpose of the CDP is to better meet the basic word processing, data presentation, and communications needs of the majority of the College's faculty and staff. The Plan will achieve the following goals:

- Reduce costs of acquisition and maintenance
- Maximize desktop computing support
- Refocus support time on higher-value work
- Improve sharing of centralized data
- Foster collaboration among students and faculty
- Stabilize and centralize annual budget process
- Standardize equipment replacement cycle
- Replace of out-of-date computers and software
- Provide competitive pricing
- Provide continual technology training programs

CDP Process

The following focus areas have been identified as definitive steps in the CDP process:

- Planning and Ordering
- Installation
- Data Migration
- Training
- Support

Documentation

Documents describing each of these focus areas will give a comprehensive view of departmental considerations for each step. A "Frequently Ask Questions" piece has been prepared to answer questions that may not be completely addressed in the overview. A summary of the key points addressed in the supporting documents follows:

Computer Selection:

- Dell has been selected as the vendor of choice
- Dell Optiplex is configured to meet the needs of nearly all users on campus
- One (generously configured) Standard PC configuration is offered
- One (generously configured) Standard Laptop is offered

Software:

- Windows 2000 will be installed on all new PCs and recycled Pentium III PCs.
- Windows 98 will be installed on recycled Pentium II PCs.
- Notes R5 will be installed on all new and recycled PCs.

- MS Internet Explorer will be the only browser (no Netscape).

Computer Deployment:

-Dell Imaging services will be utilized to have SC software installed at factory

-Babson 2<sup>nd</sup> floor facility will be used as staging area for recycled and new PC

Computer Assignment:

-Detailed Inventory has been conducted to determine which computers will be removed, replaced and reassigned.

MS-Office:

-CD's for faculty and staff home installations are available at the Babson Library Circulation Desk.

Training:

-Training will be mandatory for all recipients of new and recycled PCs.