A Technology Fee action plan must consist of the following sections in the order given. Each page of the proposal should be numbered sequentially.

I. Submittal Form

The first page of the proposal you submit must be the Submittal Form. Use the following guidelines when completing this form.

1. NDSU Organization or Unit: Place the name of the official NDSU organization submitting the project.
2. Title of Project: Give a best one line title of the action plan.
3. Project Duration: List the beginning and end date for the project. The maximum length of a project is three years.
4. Total Technology Fee Request: List the total amount being requested from the Technology Fee; use line K from the Budget form.
5. Project Director(s): Include name, campus address, phone #, fax #, and e-mail address of the individual who will direct this project.
6. Signatures: Type or print the names of the project director and unit head, and have those individuals sign and date the form.
7. Executive Summary: Provide a summary of the project by describing the technology need being addressed, how that need will be addressed, and the outcome from having that need addressed; this is limited to 175 words.

II. Project Overview

The project overview section contains questions routinely asked by TFAC members during the review process. If any sections do not pertain to this proposal, please explain why.

III. Project Description

The Project Description should be no more than five pages in length and should include the following information.

1. A full, clear description of project. This description should address
   (a) the technology need the project will address,
   (b) how this project will remedy that need,
   (c) the outcome once the need is addressed, and
   (d) the number of students that will benefit.
2. A clear description of how the expertise, equipment, and resources available to the project team, along with the funds requested, will be able to address this need.

IV. Milestones

Following the Project Description, present a table listing the milestones for the project and the expected date those milestones will accomplished. For each milestone, briefly describe the expected outcome and means of assessing a successful outcome.
V. Supporting documentation

Supporting documentation, such as outside reviewer's comments and department or administrative endorsement, may be appended to the Project Description.

VI. Budget

The next section of the project must be the Budget. The following description refers to the Budget Form.

1. NDSU Organization or Unit: Place the name of the official NDSU organization submitting the project.
2. Project Director(s): Include name, campus address, phone #, fax #, and e-mail address of the individual who will direct this project.
3. Salaries and Wages: By category, include person months, and dollars requested.
4. Total Salaries and Wages: Sum all of the salaries and wages requested. Please include a monthly/hourly equivalent rate per person.
5. Fringe Benefits: Use the following rates - Staff: 30%; for Graduate and Undergraduate Students enrolled in classes during the work period: 1-2%; Graduate and Undergraduate Students not enrolled in classes during the work period, for example students working but not taking classes during the summer: 10%.
6. Equipment: Itemize with item name, cost and quantity; make reference to each item in Budget Justification section and explain why it is important to the project. (Note: You will be expected to following the state approved purchasing guidelines when purchasing equipment and materials.)
7. Materials and Supplies: Itemize with name, cost, and quantity for non equipment; discuss the importance of each item in the Budget Justification section.
8. Total Technology Fee Request: Total the categories for which you are requesting Technology Fee funds.
9. Match: State the amount of match your team/unit will provide; describe this match in the Match section.
10. Total Project Expenditure: Total of Technology Fee and match funds.
11. Signatures: Type or print the names of the project director and unit head, and have those individuals sign and date the form.

VI. Budget Justification

Describe each item listed on the budget page and provide a justification for the need of that expense to the project. The length of this section is limited to one page.

VII. Budget Match

Describe what budget matches your team/unit will provide for the project. Then list each category and the amount of match. The length of this section is limited to one page.
NDSU Technology Action Plan

I. Submittal Form

NDSU ORGANIZATION OR UNIT

Bison Card Center

TITLE OF PROJECT: Wireless Card Readers

<table>
<thead>
<tr>
<th>Project Duration</th>
<th>From: Fall 2010</th>
<th>To: ongoing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Project (Check one)</td>
<td>New ✓</td>
<td>Previously Submitted</td>
</tr>
</tbody>
</table>

Total Technology Fee Request: $15,500

Project Director
Wendy Clarin

Campus Address: 174 Memorial Union, Bison Card Center

Phone: 231-7093
Fax: 231-8297
E-mail: wendy.clarin@ndsu.edu

Name (Type or Print) | Signature | Date
---|---|---
Project Director
Wendy Clarin

Unit Head
Wendy Clarin

Executive Summary (maximum of 175 words)

Companies that supply solutions for campus card programs have remote card readers for various campus transactions. The transactions can be financial or grant access. I feel there is a need for campus organizations and departments to have the option to have a reader available for special events. For example, a student organization wishes to raise money for a charity. With this reader, they could accept campus funds, Bison Bucks or Bison Charge, for their event.
NDSU Technology Action Plan

II. Project Overview

1. How does this project meet student needs?
   Student organizations hold fund-raising events. These readers would allow them to accept another tender, Bison Bucks and Bison Charge.

2. What audience does this project directly serve? What audience is indirectly served? How many students are affected?
   Student organizations are directly served. The potential is for nearly every student to have access. Campuses have been very creative on how these readers are used. The readers can be used for yes/no access to events, such as MU Live, as well as financial transactions.

3. For projects that target a subset of NDSU's students, please describe the possibility for broader application in the future.
   Subsets are not part of this program.

4. Describe both the immediate and long term impact of this project.
   The impact, both immediate and long-term, is providing another income stream for student organizations.

5. Who will pay for ongoing expenses following the technology fee funded portion of this project (e.g., who will replace hardware or software after it has reached its end of life)?
   The card center will be responsible for the annual expenses of hardware maintenance. Damaged readers will be replaced by the card center. Damage will be addressed in the use agreement for those using the reader. If technology changes or additional readers and needed, another request may be made of the Technology Fee Advisory Committee.
6. Describe how this project will follow best practices in information technology and who specifically in the Division of Information Technology, (which includes three departments: Information Technology Services, Enterprise Computing and Infrastructure, Telecommunications and Emergency Support Technologies) was consulted regarding this project?
   Any hardware and software that has been or will be utilized will be approved for use by ECI, including Network Services. The products we are requesting are part of the CBORD CS Gold product suite, which NDSU used for door access and security and other privilege control modules.

7. What service on campus is most similar to the one proposed here? How does this project differ?
   We currently have readers and registers at every dining services location, Memorial Union retail centers, and soda vending and copy readers. It differs in that these readers will provide flexibility to operate in a wireless environment. They will be available to student organizations and campus departments for use as they see a need. Student organizations will use the readers free of charge. Campus departments will be charged.
Student organizations hold many fund-raising events each year. This program would allow for one more income stream, Bison Bucks and Bison Charge, the campus funds available for purchases. Students, faculty and staff may not have cash available, but most carry a Bison Card. When walking past a contact table where fund raising is taking place, the card can be used to make a donation. Campus departments may also have a need, for example, a picnic hosted by Dining Services. These readers could be used as well, providing flexibility. Campus departments would be charged a fee to use the readers.

At times, events may be restricted to the NDSU community. The readers can also track who is eligible to participate. Demographic information can be used by the event sponsor which can be used to plan future events.
List the date for each project milestone. These milestones should represent the significant accomplishments that will be associated with the action plan. For each milestone, please indicate its expected outcome and the means for assessing that outcome. (The table may be extended if the number of milestones exceeds five.)

<table>
<thead>
<tr>
<th>Date</th>
<th>Milestone</th>
<th>Expected Outcomes</th>
<th>Means of Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>May, 2010</td>
<td>Purchase readers</td>
<td>Readers used by campus organizations</td>
<td>Log of users and system reports</td>
</tr>
</tbody>
</table>

2.

3.

4.

5.
See attached vendor information
# NDSU Technology Action Plan

## VI. Budget

### NDSU ORGANIZATION OR UNIT

Bison Card Center

### PROJECT DIRECTOR(S)

Wendy Clarin, 174 Memorial Union
231-7093, fax, 231-8297
wendy.clarin@ndsu.edu

<table>
<thead>
<tr>
<th>A. Salaries and Wages (Number)</th>
<th>Number of Months</th>
<th>FUNDS REQUESTED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Staff ( )</td>
<td></td>
<td>$ 0.00</td>
</tr>
<tr>
<td>2. Graduate Students ( )</td>
<td></td>
<td>$ 0.00</td>
</tr>
<tr>
<td>3. Undergraduate Students ( )</td>
<td></td>
<td>$ 0.00</td>
</tr>
</tbody>
</table>

**B. Total Salary and Wages (Sum A.1., A.2., and A.3.)**

| C. Fringe Benefits            |                  | $ 0.00          |

**D. Total Salaries (Sum B and C)**

<table>
<thead>
<tr>
<th>E. Equipment (List each item; include installation and maintenance costs in your estimates)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 4 Pocket Readers at $2,180 each = $8,720</td>
</tr>
<tr>
<td>2. 4 Pocket Reader Software at $1,695 = $6,780</td>
</tr>
</tbody>
</table>

**F. Total Equipment (Sum items in E.)**

<table>
<thead>
<tr>
<th>G. Materials and Supplies (List each item)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
</tr>
<tr>
<td>2.</td>
</tr>
<tr>
<td>3.</td>
</tr>
<tr>
<td>4.</td>
</tr>
<tr>
<td>5.</td>
</tr>
</tbody>
</table>

**H. Total Materials and Supplies (Sum items in G)**

<table>
<thead>
<tr>
<th>I. Total Salaries; Equipment; Materials and Supplies (Sum: Line D + Line F + Line H)</th>
<th>$15,500</th>
</tr>
</thead>
</table>

**J. Total Technology Fee Request**

$15,500

| K. Match (Describe in Match Section) | $ 0.00 |

**L. Total Project Expenditure (Sum: Line J + Line K)**

$ 15,500

<table>
<thead>
<tr>
<th>Name (Type or Print)</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Director</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wendy Clarin</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unit Head</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wendy Clarin</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
NDSU Technology Action Plan

VII. Budget Justification

Pocket Readers – the readers are needed to process transactions
Pocket reader software – Proprietary software is required for program use
Currently, the card center does not have match funding for the purchase of the readers. Initial funding is requested from TFAC. On-going expenses for hardware support will come from the card center budget.