Process Definition for Detroit Public Schools Computer Lab Development

ROLES

Procurement

Determine Funding Source

Confirm Funding Source

School

Need for Computer Lab

Return Computer Lab Development Checklist to DTIS/PMO

Call the Helpdesk to request a Technical Assessment of the site location (walk-thru)

NO

Process requests for bid on DemandStar

Generate requisition & Purchase Order from the winning bid

Budget available?

NO

Re-assess plan for lab development

Contact DTIS to initiate QA process

Approve payment to vendor upon completion and satisfaction of work

Project Management Office

Coordinate meeting with School Tech Planning Team, Network Ops, Telcom, DTIS/PMO, Field Services, and Facilities Management to determine potential high-level costs, technical requirements, schedule, and risks

DTIS Contact 313-873-3250

Is Vendor available to perform work?

Network Operations & Telcom

Field Services

Perform lab quality check and report findings to school/ procurement

Facilities Management

Determine Room Preparation process

Vendor(s)

Yes

Provide quotes for required technical work

Perform work

Inputs

• New technology-based curriculum initiative • Research	• Scheduled Project	• Technical requirements • Documented scope • Documented Business Case • Project Plan Strategy • Names list of liaisons and all representatives from DTIS Service Areas	• Provided Request For Work • Project Issues, Risks, and Constraints • Network Concerns and Recommendations • Facilities Concerns and Recommendations • Completed Computer Lab Development Checklist	• RFP Response Review • School/Procurement accepts bid proposal • School orders PC's from DPS approved vendor	• Documents reviewed • Lab Objectives and IT Requirements met • Funding Concerns addressed	• Scheduled Project • Quality Assurance Process

Outputs

• Need for a computer lab	• Project Issues, Risks, and Constraints • High level project costs • System Requirements • Completed Computer Lab Development Checklist	• Documented and authorized recommendations • Completed checklist including test results with suggestions and technical requirements • Project Issues, Risks and Constraints	• Quote provided	• Project Prioritization • Scheduled Project	• Lab QA Check Report

Proposed Computer Lab Development Process

1. Contact the **Division of Technology and Information Systems (DTIS)** to initiate plan and receive guidelines.
2. RFP issued by school / procurement for lab (use **Computer Lab Development Checklist** for details)
3. Review RFP responses (School, DTIS, Procurement)
4. School / Procurement accepts bid proposal
5. School orders PCs from DPS approved vendor
6. Lab vendor begins work
7. Upon completion, school contacts DTIS to initiate Quality Assurance (QA) process
8. DTIS QAs lab and reports findings to school / procurement
9. School either approves payment to vendor or requests vendor to resolve issues.