

Step 1

Before starting the approval process, gather materials that you already have. Here is a table to help organize what you find.

Information to gather	Link
Organization Mission	
Name of program or service	
Duties to customers	
Description of Legacy system	
Workflow (Architecture)	
Team Roster	
Executive Head of the Major University Organization	

Step 2

Review and reflect on how you would explain your goals to as broad an audience as possible. Then, Write down your “off the cuff” answer to each of the following:

1. **Why are you motivated to buy some IT stuff?**
2. **What are your expectations for using this system?**
3. **What are your expectations regarding system maintenance?**
4. **Using nouns or adjectives, list the core values which are driving your decision.**

Help!

If you:

- Prefer to work directly with someone in UW-IT, *or*
- Have started the worksheet but would like assistance,

Contact: help@uw.edu

Put “IT Sourcing” in the subject line and ask for “IT Vendor Risk Management” in the message body.

