**Instructional Software Requests**

This process exists to standardize and better facilitate the deployment of software to instructor workstations and instructional/open labs. This process requires faculty involvement in definition of deployment and acceptance of functionality.

Request Deadlines:

 Fall Semester preceding April 15th

 Summer Session preceding March 15th

 Spring Semester preceding October 15th

For each request IT will facilitate/document:

* Lab Profile
	+ Courses taught in lab
	+ Faculty most recently assigned to lab
	+ Inventory of applications in lab
	+ Faculty interview for how applications are used
		- Build validation profile
* Internal build and testing
	+ Build Image
	+ Thin-Client deployment
* Pre-deployment validation
	+ Invite faculty testing on internal Thin Client test bed.
		- Faculty will be asked to use initial validation profile
	+ Refine image if necessary based upon feedback
		- Seek faculty assessment
	+ Repeat process until faculty signs off on image and functionality.
		- Form will be designed for this purpose
* Deploy