**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