

# University of Wisconsin - Milwaukee Information Technology (IT) Resources Survey

*Due Date: February 13, 2000*

**Reporting Organization / Dept.:** \_\_\_\_\_

*Certifying Manager Signature:* \_\_\_\_\_

*Name:* \_\_\_\_\_

*Title/Position:* \_\_\_\_\_



## Section 1: General Information

The following pages contain important information that will assist you in accurately completing this survey. Please read this information and the entire survey prior to beginning to answer the questions

### What data needs to be included in this survey?

This survey is intended to identify the *total* amount of IT spending across your organization. I&MT, the central IT organization at UWM only provides a portion of the total of all academic, research and administrative IT spending. Besides I&MT, individual departments are being canvassed to determine their level of IT spending. When completing this survey, please also include any IT spending for all off campus centers associated with your department.

### Data Collection

In order to develop an accurate and complete picture of IT spending at UWM, it's necessary that we use a common format for collecting information. This may mean that the terminology or categories used by the survey may be different from those that you normally use. It is possible that the most time-consuming part of data collection will be the "refitting" of your data into this survey's model. We apologize ahead of time for this, but this is necessary in order to successfully develop this information.

Please try to be as complete and accurate as possible. This may mean that you will need to collect data for areas outside of your areas of responsibility, particularly when some of the IT function belongs to a different group.

In some cases, you will be asked for information that either your department does not collect or that is extremely difficult to obtain. In either of these cases, we ask that you use your best judgment and estimate the appropriate number. *Any time that you estimate a number, please check the box on the form so that during the analysis we will know that the number is an estimate.*

### Fiscal Year Reporting

The data collected should be for fiscal year 1999/00. This is the most recent full year for which financial information should be available.

### Expense Reporting

For fiscal year 1999/00, include actual expenditures and not budgeted amounts.

In the case of purchases, report the amount of amortization expense rather than the capital (cash) outlay. If a purchase includes a trade-in, use the net amount.

**Please return the completed surveys by February 13, 2001 to:**

**Blackwell Consulting**

**School of Business**

**S415**

Thank You.

## Section 2: Users of IT Spending

Total IT expenses are analyzed from the perspective of the organizational functions that use that IT service (i.e., Users of IT).

Total IT expenses should be distributed, where applicable, to the organizational function(s) supported. Include all central IT billed expenses and all other IT expenses incurred by the department unit(s)/division(s). The sum of all sources and the sum of all uses should both be equal to the total IT expense for the reporting organization.

In the following table, please list IT spending for the following IT services. If you do not provide some of the following services, leave those fields blank.

*(Check the box if entry is an estimate)*

Major Users of IT	Fiscal 1999/00
<b>Academic Affairs</b>	
• Library (H/W, Applications, Cabling, Direct support and Electronic Resources, such as Journals, Databases and Reserves)	\$ _____ K <input type="checkbox"/>
• Faculty and staff workstations and supporting printers and software	\$ _____ K <input type="checkbox"/>
• Student lab workstations and supporting printers and software	\$ _____ K <input type="checkbox"/>
• Classroom focused instructional technology (PC projectors, etc.)	\$ _____ K <input type="checkbox"/>
• Other supporting instructional hardware, software and spending	\$ _____ K <input type="checkbox"/>
• Distance Learning: IT costs specifically associated with providing distance learning courses	\$ _____ K <input type="checkbox"/>
<b>Research</b>	
• Research focused hardware, software, other technology spending	\$ _____ K <input type="checkbox"/>
<b>Student Services IT Support</b>	
• Admissions	
• Career Planning and Placement Center	
• Financial Aid	
• Registration and Records	
• Student Account Receivable/Billing	
• Student Affairs	
• Student Counseling	
• Student Health Services	\$ _____ K <input type="checkbox"/>
• Intramural and Recreational Sports	

<b>Financial Services IT Support</b>	
• Accounts Payable	
• Central Budget Department	
• Collections	
• General Accounting	
• Purchasing	
• Treasury -- Cash Management	\$ _____ K <input type="checkbox"/>
• Payroll	
<b>Development IT Support</b>	
• Alumni Relations	
• Development Office	\$ _____ K <input type="checkbox"/>
<b>Auxiliary Services IT Support</b>	
• Bookstore	
• Food Services	
• Intercollegiate Athletics	
• Student Housing	\$ _____ K <input type="checkbox"/>
<b>Facilities Services IT Support</b>	\$ _____ K <input type="checkbox"/>
• Parking	
<b>Human Resources IT Support</b>	
• Human Resources -- Benefits Administration	
• Human Resources -- General	
• Human Resources -- Hiring	\$ _____ K <input type="checkbox"/>
<b>Information Technology and Telecommunications</b>	
• Information Technology	
• Telecommunications	\$ _____ K <input type="checkbox"/>
<b>Other</b>	
• Legal Affairs	
• Mail	
• Multi-Campus System Administration	
• Central Stores	
• Sponsored Projects	\$ _____ K <input type="checkbox"/>
• Environmental Health and Safety	
• Police/Security	

### Section 3: Distribution of IT Expense - by Resource

The sum of the following items should equal the total IT expense for the reporting organization. All IT expenses including labor, occupancy, G&A (i.e., General and Administration), general employee benefits, hardware, software, telecommunications (both data and voice), workstations, purchased software expense, and vendor charges for IT services should be included.

(Check the box if entry is an estimate)

Definitions	Fiscal Year 1999/00	
<p><b>Labor:</b></p> <p><b>Regular Personnel</b> Include all direct support personnel. Include all salaries, bonuses, general employee benefits, additional compensation, and other overhead / burden rates related to regular full-time IT (includes network support personnel) employees and management. Occupancy charges should be reported in the "Other Costs" category below.</p> <p><b>Other Personnel</b> All labor costs associated with other temporary, part-time, and supplemental employees. Include labor costs for contractors, consultants, lab assistants and vendors.</p> <p><b>NOTE:</b> Please include 'fringe' benefits. If you are unsure of the cost uplift amount, check with your financial staff. Please don't double count these expenses. Some guidelines for these 'fringe' benefit uplifts are:</p> <ul style="list-style-type: none"> <li>• Faculty: 32.5%</li> <li>• Classified: 44.5%</li> <li>• Students: 3%</li> <li>• Limited Terms: 13.5%</li> </ul>	<p>IT Capital Expense</p>	<p>On-going IT Expense</p> <p>\$ _____ K <input type="checkbox"/></p> <p>\$ _____ K <input type="checkbox"/></p>
<p><b>Contract Services:</b> All non-labor vendor expenses such as purchased processing services, education, consulting, software development and professional fees.</p>		<p>\$ _____ K <input type="checkbox"/></p>
<p><b>Hardware:</b> Include all hardware purchases, depreciation and lease/rental payments, maintenance agreements, and necessary supplies for the operation of the hardware, and other hardware service costs. Exclude telecommunications hardware and related costs (they are collected under <b>Data Network</b>).</p> <p><b>Legend:</b></p> <p>A.) Mainframe computers (e.g., S/370 compatible, Unisys, high-end VAX, super computers) and attached peripherals (e.g., disk, tape, printers, plotters, terminals).</p> <p>B.) Minicomputer systems (e.g., VAX, AS/400, HP3000 and multi-user Unix systems) and attached peripherals (e.g., disk, tape, printers, plotters, terminals).</p> <p>C.) Desktop systems, laptops, handhelds (e.g. Palm Pilot, Visor, WinCE) and attached peripherals (e.g., disk, tape, printers, plotters) that provide processing for a single user.</p> <ol style="list-style-type: none"> <li>1. Intel-based</li> <li>2. Motorola-based</li> <li>3. RISC-based</li> </ol> <p>D.) LAN servers.</p>	<p>A.) Mainframe</p> <p>\$ _____ K <input type="checkbox"/>    \$ _____ K <input type="checkbox"/></p> <p>B.) Minicomputer</p> <p>\$ _____ K <input type="checkbox"/>    \$ _____ K <input type="checkbox"/></p> <p>C.) Desktop / laptop / hand held</p> <p>\$ _____ K <input type="checkbox"/>    \$ _____ K <input type="checkbox"/></p> <p>D.) LAN Servers/Hardware</p> <p>\$ _____ K <input type="checkbox"/>    \$ _____ K <input type="checkbox"/></p>	

**Section 3: Distribution of IT Expense - by Resource (continued)**

(Check the box if entry is an estimate)

Definitions	Fiscal Year 1999/00	
	IT Capital Expense	On-going IT Expense
<p><b>Software:</b> Include all software expenses such as license fees (including electronic resources like external databases, journals), expensed purchases, amortization or maintenance charges.</p>	\$ _____ K <input type="checkbox"/>	\$ _____ K <input type="checkbox"/>
<p><b>Voice Network:</b> All expenses related to voice network services including: voice network switching hardware purchases; depreciation lease/rental payments; maintenance and supplies; PBXs/CBXs; common carrier costs and telephone toll charges. Exclude labor/burden costs of supporting the voice network.</p>	\$ _____ K <input type="checkbox"/>	\$ _____ K <input type="checkbox"/>
<p><b>Video Network:</b> All expenses related to on and off campus video delivery including: distribution equipment (satellite, cable, microwave, etc); maintenance and supplies; production facilities and video conferencing facilities. Include classroom PC projectors within this category. Exclude labor/burden costs of supporting the video network.</p>	\$ _____ K <input type="checkbox"/>	\$ _____ K <input type="checkbox"/>
<p><b>Data Network:</b> All expenses related to data network services including: data network telecommunications hardware and software; depreciation lease/rental payments; maintenance and supplies (include communications controllers, LAN bridges, routers, modems, encryptors, multiplexors, terminal control units, network concentrators and associated peripherals). Exclude labor/burden costs of supporting the data network.</p>	\$ _____ K <input type="checkbox"/>	\$ _____ K <input type="checkbox"/>
<p><b>Network Infrastructure:</b> All expenses related to the physical voice/video/data infrastructure including: leased line costs; in-house cabling; construction / installation / maintenance costs for physical components and pathways. Exclude labor/burden costs of supporting the infrastructure.</p>	\$ _____ K <input type="checkbox"/>	\$ _____ K <input type="checkbox"/>
<p><b>Raised Floor Facilities:</b> Include lease, rental, and/or occupancy charges; power, water, heating, air conditioning, uninterruptible power supplies (UPS), and other utility, materials, and supply charges associated with raised floor space.</p>	\$ _____ K <input type="checkbox"/>	\$ _____ K <input type="checkbox"/>
<p><b>Other Costs:</b> All expenses billed to or cost recovered from customers of the service provider that are not included above. Include occupancy and utilities for other than raised floor space, miscellaneous materials and supplies, and other discretionary expenses (e.g., travel). <i>(Note: this value should be no more than 2% of total IT expenditures.)</i></p>	\$ _____ K <input type="checkbox"/>	\$ _____ K <input type="checkbox"/>
<p><b>Total IT Expense:</b> This value is the sum of all the categories of expense listed above.</p>	\$ _____ K <input type="checkbox"/>	\$ _____ K <input type="checkbox"/>

## Section 4: Workstation Inventory

(Check the box if entry is an estimate)

Definitions (Count only equipment that is currently "in use")	Fiscal Year 1999/00
<p><b>Desktop Systems:</b> The total number of workstations that provide single user processing, excluding multi-user LAN servers.</p> <p>A.) IBM Compatible</p> <p>B.) Macintosh Compatible</p> <p>C.) UNIX-based (all variations of UNIX)</p>	<p>A.) IBM Compatible: _____ <input type="checkbox"/></p> <p>B.) Macintosh Compatible: _____ <input type="checkbox"/></p> <p>C.) UNIX based: _____ <input type="checkbox"/></p>
<p><b>Laptop Systems:</b> The total number of workstations that provide single user processing, excluding multi-user LAN servers.</p> <p>A.) IBM Compatible</p> <p>B.) Macintosh Compatible</p> <p>C.) UNIX-based (all variations of UNIX)</p>	<p>A.) IBM Compatible: _____ <input type="checkbox"/></p> <p>B.) Macintosh Compatible: _____ <input type="checkbox"/></p> <p>C.) UNIX based: _____ <input type="checkbox"/></p>
<p><b>Handheld Devices (Palm Pilot, Visor, WinCE, etc.)</b> The total number of handheld devices supported by your organization.</p>	<p>_____ <input type="checkbox"/></p>
<p><b>PC Capable Projectors</b> The total number of projectors within your organization.</p>	<p>_____ <input type="checkbox"/></p>
<p><b>LAN Servers:</b> The number of Local Area Network Servers in the asset inventory. A LAN server is typically a programmable workstation or minicomputer providing shared services to workstations on a network. Multiple servers (e.g., file servers, print servers, mail servers) on the same LAN should be counted individually.</p>	<p>_____ <input type="checkbox"/></p>

**Section 5: Discipline Specific Applications Software Inventory**

Please list the major application packages installed on workstation and services in your organization. Generally, these will be software packages that support the particular disciplines within your organization (AutoCAD, SPSS, Mathematica, etc.) Do NOT list systems software (operating systems, utilities, network operating systems, etc.) For UWM written applications, write "UWM OWNED" in the vendor name position.

*(Check the box if entry is an estimate)*

Application Software Name:	Vendor Name	# Of Installed Licenses
_____	_____ <input type="checkbox"/>	_____ <input type="checkbox"/>
_____	_____ <input type="checkbox"/>	_____ <input type="checkbox"/>
_____	_____ <input type="checkbox"/>	_____ <input type="checkbox"/>
_____	_____ <input type="checkbox"/>	_____ <input type="checkbox"/>
_____	_____ <input type="checkbox"/>	_____ <input type="checkbox"/>
_____	_____ <input type="checkbox"/>	_____ <input type="checkbox"/>
_____	_____ <input type="checkbox"/>	_____ <input type="checkbox"/>
_____	_____ <input type="checkbox"/>	_____ <input type="checkbox"/>
_____	_____ <input type="checkbox"/>	_____ <input type="checkbox"/>
_____	_____ <input type="checkbox"/>	_____ <input type="checkbox"/>

**Section 6: Significant Changes for FY 2000/01**

Describe any significant changes that may be planned or approved for FY 2000/01. If appropriate, attach additional descriptive materials.