TALLADEGA COLLEGE
COMPUTER HARDWARE & SOFTWARE
NEEDS ASSESSMENT FORM [Version 1:2002]

The Needs Assessment Form is used to assess the needs of computer hardware /software. If you are requesting to purchase computer hardware or software, you must have a Computer Hardware/Software Need Assessment Form completed.

REQUESTOR'S NAME_____   DATE_____

DEPARTMENT _____   EXT_____

Please Check Item(s) for Purchase ____Computer _____Software _____Accessories

Please Explain Reason for this purchase_____

_____

_____

Please answer following questions:

1) Is this a replacement computer order?   ___-Yes   ____No (If yes, please complete questions 2 & 3)

2) Have you had problems with your existing computer?   ____Yes   ____No (If yes, please describe)_____
_____
_____
_____

3) Has the Computer Technician serviced your current computer?   ____Yes   ____No (If yes, how many times _____)

COMPUTER CENTER USAGE: ONSITE ASSESSMENT

Name of Computer Equipment_____ **Computer Center Personnel:** _____

Current Computer Configuration	Name	Capacity/Availability	Condition	Serial Number (if applicable)
Type of Processor				
Memory				
Size of Hard Drive				
Type & Size of Monitor				
Keyboard				
Mouse				
Operating System				
Application Software				
Type of Zip Drive				
Speed of Cd-ROM/DVD/ CDR				
Modem				
Video Adpater				
Printer				
Other				

Overall Condition of Existing Equipment: [ ] Usable   [ ] Not Usable
Recommendation for Existing Equipment: _____
Recommendation for Purchase: [ ] Yes   [ ] No