Assessment Process

**IT**

1. Kris Tharp & cc: Jon Neff to notify Department Head requesting identification of Dept POC.

2. Department Head Selects Dept. POC & sends the name to Kris Tharp.

3. Kris Tharp sends documentation to Julie, who creates the spreadsheet with updated information. Julie returns final spreadsheet to Kris. Julie to schedule mandatory kick-off meeting w/Dept POCs (explanation of the CP&F process)

4. Kris Tharp to notify SMG with the entire list of POC’s and Department Heads

**SMG**

5. SMG Contacts Dept POC to set up time for Assessment & will utilize assessment survey that has been completed by the Dept POC. Checklist will be signed by Dept POC & copies to be sent to: Dept POC, Dept Head, and KCC Project Team

6. SMG Performs Assessment, gathers inventory data and asks Dept. POC about their printing needs

7. SMG Creates Before & After floor plans and sends to KCC Project Team

8. KCC Project Team reviews recommendations & OK’s SMG to meet with Department POC and Department Head to review recommendations

9. SMG sets up meeting with Department POC and Department Head to review Before and After floor plans and recommendations

10. Department reviews floorplans and recommendations

11. SMG sends final recommendation to KCC Project Team. This will include an itemized cost of equipment & updated Ricoh spreadsheet.

12. KCC Project Team gives final approval to order equipment.

12a. Courtesy email sent to Dept Head & Dept POC confirming final approved equipment list has been sent to SMG

13. SMG sends final floorplans, Ricoh Master Spreadsheet & Purchase Agreements for the current wave to the KCC Project Team.

14. Purchase Agreement(s) signed by Kris Tharp & copy sent to Joan Hanna to start check procedure for invoice.

15. SMG receives signed Purchase Agreement & orders equipment.


17. Trade In Process to begin

18. Pre-installation Process to begin.

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**KCC Project Team**
- Jon Neff
- Kris Tharp
- Darren Zabludil
- Jim Choate
- Dana Lighthall
- Julie Hime

**KCC Tech Team**
- Jon Neff
- Kris Tharp
- Darren Zabludil
- Dana Lighthall
- Julie Hime

**SMG Team**
- Keith Lindbloom
- Alicia Christians
- Doug Schweizer
- Greg Maiers
- Mark Mathews

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