

# Software Purchase Process

Portfolio Management Office  
Information Technology Services

# PMO Role in the Purchase Process



- This process ensures that all software purchases are reviewed to identify risks to the University, in relation to security of data, applications, networks, etc., as well as compliance requirements, such as FERPA, GDPR, PCI, and others.





# Accessibility Review

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- This OAWG Committee dissolved and became the Digital Resource & Content (DRC) Exceptions Committee, with a goal of ensuring online products meet the compliance standard of Web Content Accessibility Guidelines (WCAG) 2.0 Level AA.
  - LSU's entire digital presence must be accessible (ADA-compliant). This includes websites, videos, Moodle, and more.
  - All online content must work for users with a wide range of abilities/disabilities, and therefore must work with a variety of assistive technologies.



# What is the purchase process today?

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1. Go to the Portfolio Management Office (PMO) Website.
2. Click "Start an IT Project" and fill out all relevant information.
3. Be sure to check the "Software/Hardware Purchase Request" checkbox!
4. Click "Submit".
5. Someone from the PMO will reach out to begin the review process.
6. The purchase request will route through an IT Review, including Security, Data Governance, etc. In addition, the PMO will provide instructions and assistance for the ADA Compliance portion of the process.
7. The results of the IT Review will be communicated within 24 hours of review completion.

# Software Purchase Process Timeline







