GUIDE TO MYTP FIELDS

The table below describes the information requested of schools and units submitting their Multi-Year Technology Plans (MYTP). The Office for Technology Strategy and Planning (OTSP) is available to assist in the planning process. For more information, visit **huit.harvard.edu/mytp.**

Field	Description
Technology Investment Name	Name of investment/project
Investment Description	Detailed description of investment, including business challenges to be solved and/or opportunities to be realized.
Fiscal Year(s) of Anticipated Activity	If the investment will be made over multiple fiscal years, select all that apply.
Investment Type	Choose one: New Initiative, Enhancement, or Operations & Maintenance.
Vendor Name(s)	Vendor, service provider, and/or manufacturer name. Use a semi-colon to separate the names of multiple vendors.
Aspirational?	Select 'Yes' if the project is in early stages of formulation and/or doesn't have a likely funding source yet. List aspirational projects to raise awareness of emerging needs and start to build a case for change to share with other schools/units, Central Administration, and University leadership. An aspirational entry could be an emerging need or opportunity, an IT investment that a school / unit hopes to be able to advance but doesn't have a clear sponsor or funding source, an investment that a school / unit hopes will be undertaken at a cross-University level, and so on.
Placeholder?	Specific investment details are not yet available, or the investment is for future projects that will access the funds. Include "Placeholder" technology, IT investments, or budget allocations in the MYTP when specific details are not yet available or to reflect a cluster of projects that are smaller in scope and impact.
Included in MYFP?	Select 'Yes' if the project is also included in the Multi-Year Financial Plan (MYFP).
Estimated Total Cost	Estimate the total cost of the investment, focusing on external costs (hardware, software, new hires, and consulting) and 3-year recurring operating costs (e.g., subscription services, ongoing labor costs). Estimates of routine operational costs are not expected. If precise amounts are not available, rough estimates are good; if an exact amount is available, include that.
Estimated Spend per Fiscal Year	Provide estimated costs for each fiscal year of activity, if available. An amount is required for FY24 and FY25 investments; rough estimate or a likely range is fine.
Estimated Useful Life	Estimate the useful life of the technology or IT service, including any associated contract length.
Investment Purpose	Select one of the following: • Required for safe and effective operations: critical for security and effectiveness of operations • Essential for fulfilling core activities: supports functionality and systems sustainability • Central to achieving school/unit vision: supports the school/unit in achieving its mission • Necessary for cost savings/efficiency: purpose is to reduce current or future operating costs • Important to do: valuable, but could be delayed without significant impact • Maintenance: required for maintenance of existing technology • Enabling: technologies or IT services that facilitate integration or allow schools/units to take advantage of university resources • Other: doesn't fit into other categories. Provide description.
Anticipated Impacts	Describe anticipated positive or negative impacts to people and systems; e.g., to students, faculty, staff, processes, workflow, support, etc.
Funding Status	Indicate the status of funding for the investment. Funded ITCRB or Small Ask projects should be identified as 'Funded-ITCRB.'
Likely Funding Source	Describe the funding source; for investments that are not yet funded, describe what funding will be explored or sought (e.g., through school/unit/CADM budget process, via an ITCRB or Small Ask proposal, grant funding, unknown, etc.).
Plans to Ensure Cyber Security, Data Privacy, and Accessibility	Describe plans to ensure cyber security, data privacy, and accessibility; include questions about security and privacy that will need to be addressed before investment is made.