Appendix B: Questionnaire for Department Information and Technology Needs

1. Department Name
2. Department Head
3. Number of Staff
4. How does the department spend their time day to day?
5. What are the key business objectives and responsibilities of this department?
6. What are the annual goals for this department?
7. What are the strategic priorities for this department?
8. What are the core initiatives or programs (technology and other) planned to support the strategic priorities? Include timing and resources.
9. What are the significant information needs of this department?
10. How are you getting this information?
11. What information gaps exist that make it challenging to achieve your goals and responsibilities?
12. What other IT initiatives might help you and your department?