Product Functionality/Performance/Impact

*Product Name*

# What does this product/service do, and how will it be used?

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| --- |
| Provide a brief description (at least 2 complete sentences) |
|  |

# Where will this product/service primarily be used? (answer all below)

|  |  |  |
| --- | --- | --- |
| Setting | Yes/No/NA | Comments |
| Individual Workstations (note quantity) |  |  |
| All employees in a Department, College or Division |  |  |
| Computer Lab(s) (list specific lab) |  |  |
| Classroom(s)(quantity) |  |  |
| Public Facing (elaborate in comments) |  |  |
| Other (explain) |  |  |

# Who will be using the product/service? (please consider the following)

|  |  |  |  |
| --- | --- | --- | --- |
| Group | Estimated # of users (list 0 if none or N/A) | User Type  (End user/ Admin User) | Comments |
| Students |  |  |  |
| Faculty (note if research or course development) |  |  |  |
| Staff |  |  |  |
| General Public/Visitors |  |  |  |
| Other (explain) |  |  |  |

## List products reviewed as part of the selection process for this purchase.

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