PROJECT NAME: MFDs (Multi-Function Devices) - copier/printer/fax/scanner upgrade and consolidation
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Updated: 9-23-15, 10-6-15, 10-28-15, 11-8-15

PURPOSE/GOAL
Change to multi-function devices (MFDs) for most staff printing, copying, scanning and fax. Consolidate equipment. Improve functionality . Rationalize the system of charging and paying for printing. Develop and implement policy for device replacement and funding. Minimize hardware-, service- and supply related expenses.

SCOPE
Staff college-wide, including all three campuses.

RESULTS
1. Improved functionality and ease of use.
2. Updated equipment.   Remove old equipment with excessive service requirements.
3. Systematic replacement plan for equipment. Shift certain equipment purchases from departmental cost to college-wide cost.
4. Limited number of makes/models. Easy for staff to use devices at any location. Easier for IT to maintain.
5. Networked equipment. Software provides info on prints by user to minimize printing, maximize use of resources at central Duplication at Lewelling.
6. Rational system of charges for printing.
7. Rational system of coding costs of paper and toner.
8. Potential reduction in the time and cost of ongoing maintenance
   - Consolidated maintenance contracts, at state contract rates.
   - Individual fax machines each have an analog phone line, with a monthly charge. Can eliminate these lines.
   - Reduce # of different toner cartridges stocked
   - Automate collection of copy counts for vendor billing

PROCESS OVERVIEW

Introduction. Introduce project	Sept 25 – Oct 2, 2015
Research. Staff meet CTX consultants, test machines and select a model to move to internal testing.	Oct 21 - 23
Policy development. Vet and finalize policy on printing (including access, costs, usage, equipment replacement, internal charges, and maintenance).	Oct – Nov 2015
Internal testing. Place/consolidate devices in one building. Have users test MFDs doing regular work. Receive feedback and make changes.	~~Nov 2 13~~ likely late November
Proof of concept. Review and refine future state maps of devices and locations by building.	Dec – Jan 2016
Contracting. Contract for equipment and maintenance.	Dec – Jan 2016
Execution and training. Place devices, train users.	Feb – Mar 2016
Closure. Devices, operating information, and policies are in place.	Mar